AGENDA

CITY OF RANCHO CORDOVA
CITY COUNCIL

Tuesday, January 18, 2005

4:00 p.m. – Special Meeting
5:30 p.m. – Regular Meeting

Council Chambers
3121 Gold Canal Drive, Rancho Cordova, California

CITY OF RANCHO CORDOVA
CALIFORNIA
Incorporated 2003

Ken Cooley, Mayor

Robert J. McGarvey, Vice Mayor

Linda Budge, Council Member

David M. Sander, Council Member

Dan Skoglund, Council Member

MAKING YOUR POINT – MAKING IT COUNT

Government decision-making takes time—time for public input, time for analysis, and time for weighing both sides of the issue before making an informed decision.

People sometimes complain that the process takes too long, delay progress, costs extra money and is frustrating for discussion participants. Others say that the process doesn't give people enough time to comment and that decisions are made too quickly without enough consideration for all sides of the issue.

The foundation for democracy in America is our constitutional right to tell our elected leaders what we think about issues that affect us. This right is enjoyed by all citizens, regardless of education, background, or experience. Rancho Cordova leaders welcome you to public meetings and encourage you to participate in discussions that affect you.



The way you present your message at the podium can help or hurt your ability to persuade your audience. It can either facilitate or obstruct the public participation process. Whether you are an experienced public speaker or speaking at the podium for the first time, it may be helpful to remember these public meeting tips:

- Identify your main points. Writing them down will help you organize your thoughts and remember them when you're at the podium.
- Check your facts. Accuracy improves your credibility and helps you make a positive impression.
- Handouts summarizing your position may be distributed to policy makers and staff before or after your presentation. Busy leaders appreciate clear, concise information (one or two pages) that helps them identify your key points and remember your presentation.
- Don't be nervous. If you are, don't apologize for it. Public Officials see many citizens who are nervous when speaking in front of an audience. It may help to take a deep breath and exhale slowly just before you approach the podium.
- As you begin to speak, state your name and address clearly for the record. If you represent a group or organization, please state that information as well.
- Make your position known at the beginning, then present supporting information. You will sound organized, which helps people to understand your position.
- Keep your presentation short and simple. Attention spans are brief and people will remember a short presentation better than they will one that rambles and includes too much information.
- Don't repeat yourself. It uses valuable time and people tune out when they hear the same thing over and over. If a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Be cautious about using humor which is very subjective. While some may laugh, others may be offended.
- Persuade, don't badger your audience. Compelling presentations can be very persuasive to both policy makers and public meeting audiences; however, insulting or degrading language can make you appear belligerent, reducing your credibility as well as the power of your message.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'no' on this ordinance."

Rancho Cordova City leaders appreciate your interest in issues that affect the community. We hope these tips will help you prepare and present your remarks so they will be clear, concise, accurate and credible. If you follow these guidelines, your audience is likely to listen, pay attention, and maybe even agree with you!

Rancho Cordova City government is not the City Council, City staff or Rancho Cordova citizens – it's all of us working together to understand each others' opinions so we can make the best decisions for our community.

THANK YOU FOR PARTICIPATING!

CITY OF RANCHO CORDOVA
CALIFORNIA
Incorporated 2003

CITY COUNCIL AGENDA
City Council Chambers
3121 Gold Canal Drive, Rancho Cordova

Tuesday, January 18, 2005

4:00 P.M. – Special City Council Meeting
5:30 P.M. – Regular City Council Meeting

Special Meeting

Call to Order

Roll Call: Councilmembers: Budge, McGarvey, Sander, Skoglund & Mayor Cooley

Oral Communications

1. Public Comment

Citizens wishing to address the Council for any matter not on the agenda may do so at this time. If you wish to be heard on a listed agenda item other than a Consent Calendar item, please wait until that point on the agenda. Comments on Consent Calendar items will be heard prior to action on the Consent Calendar by providing a Speaker Card to the City Clerk before the Consent Calendar is discussed. **Please keep your comments to three minutes or less and provide a Speaker Cards to the City Clerk.** Please state your name and community of residence.

Adjourn to Closed Session for the Following Purpose:

2. Conference with Real Property Negotiators (pursuant to G.C. Section 54956.8):
   Property: APN: 072-0610-039; 072-0610-053.
   Agency Negotiators: Ted Gaebler, Bill Thomas.
   Negotiating Parties: Hawaii Sheet Metal Workers Pension Fund.
   Under Negotiation: Price and Terms of Payment.

Reports from Closed Session

Regular Meeting

Call to Order

Roll Call: Council Members: Budge, McGarvey, Sander, Skoglund & Mayor Cooley

Metro Cable TV Telecast Announcement

Pledge of Allegiance

Invocation

1. Reverend Becky Goodwin, United Methodist Church of Rancho Cordova

Presentations

2. 2004 Comprehensive Annual Financial Report

3. New Employee Introductions

Consent Calendar

4. **Subject:** Minutes of City Council Meetings
   a. Special Meeting of December 1, 2003
   b. Special Meeting of January 15, 2004
   c. Special Meeting of February 2, 2004
   d. Regular Meeting of February 2, 2004
   e. Regular Meeting of February 17, 2004
   f. Special Meeting of February 25, 2004
   g. Regular Meeting of March 1, 2004
   h. Regular Meeting of March 15, 2004
   i. Special Meeting of March 24, 2004
   j. Special Meeting of April 1, 2004
   k. Special Meeting of April 13, 2004
   l. Special Meeting of June 7, 2004
   m. Special Meeting of June 21, 2004
   n. Special Meeting of July 15, 2004
   o. Special Meeting of July 21, 2004
   p. Special Meeting of August 11, 2004
   q. Regular Meeting of December 20, 2004.

   Recommendation: Adopt Minutes.

5. **Subject:** Resolution Authorizing City Manager to Execute MOU with the Folsom South Canal Partners for Participation in the Folsom South Canal Development Plan.
   Recommendation: Adopt Resolution No. 09-2005.

6. **Subject:** Resolution Authorizing City Manager to Secure Traffic Engineering Services.
   Recommendation: Adopt Resolution No. 10-2005.

7. **Subject:** Resolution Updating Local Goals and Policies Concerning the Use of Mello-Roos Community Facilities Act of 1982
   Recommendation: Adopt Resolution No. 17-2005.

8. **Subject:** Resolution Changing Signatories on City's Checking Account and Money Market Account with US Bank.
   Recommendation: Adopt Resolution No. 01-2005.

9. **Subject:** Resolution Creating Special Tax Area Zone 25 and Ordinance Establishing a Special Tax for Police Protection Services for the Anatolia II Lot 8 (Anatolia Commons) Project.
   Recommendation: Adopt Resolution No. 11-2005, waive the first reading and introduce Ordinance No. 01-2005. **(Roll Call Vote)**

10. **Subject:** Resolution Declaring the Results of Mail Ballot Elections Regarding Special Taxes for Police Services for Police Tax Area Zones 16 through 24
    Recommendation: Adopt Resolution No. 12-2005.

11. **Subject:** Resolution Adopting Records Retention Schedule
    Recommendation: Adopt Resolution 02-2005.

Consent Public Hearings

None

Oral Communications

12. **Public Comment**

Citizens wishing to address the Council for any matter not on the agenda may do so at this time. If you wish to be heard on a listed agenda item other than a Consent Calendar item, please wait until that point on the agenda. Comments on Consent Calendar items will be heard prior to action on the Consent Calendar by providing a Speaker Card to the City Clerk before the Consent Calendar is discussed. **Please keep your comments to three minutes or less and provide a Speaker Cards to the City Clerk.** Please state your name and community of residence.

Under the provisions of the California Government Code, the City Council is prohibited from discussing or taking immediate action on any unagendized item unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

Public Hearings

13. **Subject:** Ellenwood Estates – RC-04-125 – Design Review. Project was continued from the December 6, 2004 Council meeting to allow a sub-committee to meet with the applicant for project review.
    Recommendation: Review and discuss comments from sub-committee and make one of the following determinations: a. Remand the project back to the Planning Commission for further consideration subject to the Council listed concerns; b. Review the submitted project and deny the proposed project; or c. Affirm the Planning Commission's approval. **(This item will not be heard and will be continued to February 7, 2005).**

14. **Subject:** 3791 Recycle Road – RC-04-127 – Conditional Use Permit - Applicant is requesting a Conditional Use Permit to allow the Auto Dismantling Use in the South Sunrise Special Planning Area.

Recommendation: Adopt Resolution No. 05-2005 approving Conditional Use Permit for the auto recycling use at 3791 Recycle Road.

15. **Subject:** 3781 Recycle Road – RC-04-128 – Conditional Use Permit - Applicant is requesting a Conditional Use Permit to allow the Auto Dismantling Use in the South Sunrise Special Planning Area.
Recommendation: Adopt Resolution No. 06-2005 approving the Conditional Use Permit for the auto recycling use at 3781 Recycle Road.

16. **Subject:** 3806 Recycle Road – RC-04-129 – Conditional Use Permit - Applicant is requesting a Conditional Use Permit to allow the Auto Dismantling Use in the South Sunrise Special Planning Area.
Recommendation: Adopt Resolution No. 07-2005 approving the Conditional Use Permit for the auto recycling use at 3806 Recycle Road.

17. **Subject:** 3811 Recycle Road – RC-04-130 – Conditional Use Permit - Applicant is requesting a Conditional Use Permit to allow the Auto Dismantling Use in the South Sunrise Special Planning Area.
Recommendation: Adopt Resolution No. 08-2005 approving Conditional Use Permit for the auto recycling use at 3811 Recycle Road.

18. **Subject:** Kimberly's Residential Home Care – RC-04-092 – Conditional Use Permit: Applicant requests a Conditional Use Permit to increase the capacity of licensed beds in an adult care facility from six to twelve beds. A Variance is required to reduce the number of parking spaces from 6 to 4. Applicant appealed the Planning Commissions denial. The City Council shall review the entire proceeding held before the Planning Commission, de novo, and may make any order it deems just and equitable including the grant of any permit (Title I, Chapter 15, Article 3, Section 115-38)
Recommendation: Adopt Resolution No. 03-2005 approving the Conditional Use Permit and Variance for Project.

19. **Subject:** Trinity Garden Estates – RC-04-092 – Design Review - Applicant is requesting Design Review for a 21 unit, one and two-story residential development with enclosed garages and landscaped central court yards.
Recommendation: Adopt Resolution No. 04-2005 approving the Design Review subject to the Findings and Conditions of Approval.

20. **Subject:** Pedestrian Master Plan and Americans with Disabilities (ADA) Transition Plan
Recommendation: Begin 45-day public comment period.

21. **Subject:** Ordinance Amending Rancho Cordova Municipal Code Chapter 4.54, Article 7, "Fireworks," Relating to the Permitting and Sale of Fireworks in the City
Recommendation: Waive first reading and introduce Ordinance No. 02-2005. **(Roll Call Vote)**

22. **Subject:** Adoption of General Plan Draft Land Use Map as part of the Vision Book/Interim General Plan, and direction to staff to proceed with preparation of a Final Land Use Map and with the creation of a Draft General Plan which implements the Draft Land Use Map and with preparation of a Draft Environmental Impact Report based on the Draft Land Use Map.
Recommendation: Adopt Resolution No. 13-2005 that City Council consider staff's

presentation and comments from the public and provide direction **(continued from January 3, 2005)**.

***7:00 pm Break**

Regular Calendar Items

23. **Subject:** Revised Park and Open Space Standards - Presentation of proposed Cordova Recreation and Park District park standards and review of City proposed open space standards.
Recommendation: Direct staff to continue working with the Cordova Recreation and Park District, the development community, the City Attorney's Office, and other stakeholders on proposed park and open space standards. Provide direction on appropriate standards and implementation strategies.

24. **Subject:** Property Maintenance Ordinance Presentation
Recommendation: Provide direction to staff on the nature and scope of a Property Maintenance Ordinance **(continued from December 20, 2004)**.

25. **Subject:** A Resolution Designating the Current Rancho Cordova Planning Area Boundaries as the Boundaries for the Redevelopment Survey Area.
Recommendation: Adopt Resolution No. 16-2005.

26. **Subject:** Consider Appointment of a Director and an Alternate to the Sacramento Metropolitan Air Quality Management District Board.
Recommendation: Adopt Resolution No. 15-2005.

27. **Subject:** Consider Appointment of a Director and an Alternate to the Sacramento Placerville Transportation Corridor Joint Powers Authority.
Recommendation: By Minute action, appoint a Director and an Alternate.

28. **Subject:** Council Member Appointments
Recommendation: That Council Member appointments for 2005 be made/confirmed for the listed boards, commissions and 2x2 meetings **(continued from December 20, 2004)**.

Correspondence

Council Reports

Council Requests for Future Agenda Items

City Manager's Report

Adjournment

Upcoming Meeting Dates:

Monday, January 31, 2005 – Special Study Session-Traffic Circulation of General Plan**
[***includes neighborhood street width, planned street grid & road improvements*]
Monday, February 7, 2005 – Regular Meeting
Wednesday, February 16, 2005 – Special Study Session – 2005-07 Strategic Planning Outcomes
Tuesday, February 22, 2005 – Regular Meeting

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (916) 942-0255 or lhare@cityofranchocordova.org at least 48 hours prior to the meeting.

City Clerk's Certificate of Posting of Agenda
I, Carolyn Butler, Deputy City Clerk for the City of Rancho Cordova, declare that the foregoing agenda for the January 18, 2005 Special and Regular Meeting of the Rancho Cordova City Council was posted on January 13, 2005 at the office of the City of Rancho Cordova, 3121 Gold Canal Drive, Rancho Cordova, California, 95670 and was available for public review at that location. The agenda is also available on the city web site at www.cityofranchocordova.org.

Signed this 13th day of January 2005 at Rancho Cordova, California.

Carolyn Butler

Carolyn Butler, Deputy City Clerk

Memorandum

Date: January 12, 2005

To: Mayor and Council Members
Ted Gaebler, City Manager

From: William J. Thomas, Finance Director

Subject: PRESENTATION OF THE FY 2004 COMPREHENSIVE ANNUAL FINANCIAL REPORT

This evening we will be presenting the results of the FY 2004 operations. The year-end report is the Comprehensive Annual Financial Report or "CAFR". The report is attached.

The year-end results were very positive in financial terms. The City ended the year with over $6 million in cash in the General Fund and about $8.5 million cash in all funds. This surplus of funds is largely due to the deferment of first year costs associated with Police, Street Maintenance and Animal Control. Those services were provided by Sacramento County and will be repaid from these funds over the next five years.

Attachment: CAFR Report

AGENDA ITEM # 2

CITY OF RANCHO CORDOVA, CALIFORNIA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2004

Prepared by:
William J. Thomas
Chief Financial Officer
and
Liisa Behrends
Senior Acct./Auditor

CITY OF RANCHO CORDOVA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

June 30, 2004

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CITY OF RANCHO CORDOVA
CALIFORNIA
Incorporated 2003

Ken Cooley
Mayor

Robert McGarvey
Vice Mayor

Linda Budge
Council Member

David Sander
Council Member

Dan Skoglund
Council Member

December 28, 2004

The Honorable Mayor and Members of the City Council
City of Rancho Cordova
Rancho Cordova, CA

The Finance Department and City Manager's Office are pleased to submit the Comprehensive Annual Financial Report (CAFR) for the City of Rancho Cordova, California for the fiscal year ended June 30, 2004.

Richardson and Company, a firm of licensed certified public accountants, has audited the City of Rancho Cordova's financial statements. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Rancho Cordova, for the fiscal year ended June 30, 2004, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded that there was a reasonable basis for rendering an unqualified opinion that the City of Rancho Cordova's financial statements for the fiscal year ended June 30, 2004, are fairly presented in conformity with accounting principles generally accepted in the United States of America. The independent auditor's report is presented as the first component of the financial section of this report.

This report is published to provide the City Council, City staff, our citizens, our bondholders and other interested parties with detailed information concerning the financial condition and activities of the City government. Responsibility for both the accuracy and the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the City.

To the best of our knowledge and belief the enclosed data is accurate in all material respects, and is organized in a manner designed to fairly present the financial position and results of the operations of the City as measured by financial activity of its various funds. We also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been included in this report.

3121 Gold Canal Drive, Rancho Cordova, CA 95670 • (916) 942-0222 • Fax (916) 853-1691 • www.cityofranchocordova.org

The City provides municipal services through contracts for street maintenance, legal, animal control, street sweeping, planning, code enforcement and law enforcement services. The contract for law enforcement services is with the Sacramento County Sheriff's Department. The contract for street maintenance is with the Sacramento County Public Works Department. The contract for Animal Control services is with the Sacramento County Animal Control Department. All other contracted services are provided by private companies. Fire protection is provided by the Sacramento Metro Fire District. Parks and recreation are provided by the Cordova Recreation and Park District.

ECONOMIC CONDITION AND OUTLOOK

The information presented in the financial statements is best understood when considered from the broader perspective of the specific environment within which the City of Rancho Cordova operates.

The area which became the City of Rancho Cordova was initially built around two major industries – Mather Air Force Base and Aerojet Manufacturing. Mather Air Force Base supplied the air navigators for the Vietnam War while Aerojet was instrumental in the race to the Moon and supplier of the Cold War defense. With the closure of Mather Air Force Base in 1992 and the decline in the Cold War, the area reinvented itself as a business park center of Sacramento County. Today, approximately 62,000 employees work in the various office complexes in the area. The largest industry employers are in the professional and business services (14,000 employees), financial activities (13,000 employees and wholesale and retail trade (11,000 employees).

Combined with this diverse employment base, the City is gearing up for a significant increase in residents as it expands its residential home base. The City expects that a minimum of 500 homes will be built per year for the next ten years. The number of homes actually built could be three times this figure. With the increase in residents, the City will become attractive for both new retail as well as the renovation of the existing retail base. This will increase what is already a strong sales tax base.

The regional Sacramento County economic forecast calls for a continued strong job growth with the unemployment rate remaining stable in 2005 at 5.6%. Taxable sales are expected to increase 4.8% in 2005, continuing a string of increases dating back to 1991.

Overall the City's micro economy remains strong and is tracking the overall strong Sacramento County economy. While other California cities have been impacted by the decrease in the Motor Vehicle In-Lieu revenues, Rancho Cordova was only minimally affected. As part of the FY 2005 State budget, the Motor Vehicle In-Lieu fees were substantially reduced to cities for the next two years. This could have resulted in a loss of over $2 million in revenues to the City. However, a provision provided that newly incorporated cities would have limited reductions.

➢ The City hired a consulting firm, Pacific Municipal Consultants, Inc, in May, 2004 to prepare the City's first General Plan. The General Plan is anticipated to be adopted in early 2006.

FINANCIAL INFORMATION

ANNUAL BUDGET. The City of Rancho Cordova operates on a fiscal year basis, beginning July 1st and ending June 30th. The budget is prepared under the supervision of the City Manager and transmitted to the City Council for deliberation and adoption in June, prior to the beginning of the fiscal year.

The budget is submitted to the City Council by the last day in May. Budget hearings are then held in June. The budget is approved by resolution. Upon adoption by the City Council, the City maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. The City's budgetary procedures are further discussed in the Notes to the Basic Financial Statements, which are located in the Financial Section of this report.

CASH MANAGEMENT, POLICIES AND PRACTICES. The City invests its pooled idle cash investments utilizing the standard of prudence known as the "prudent man standard" which states, in part, that investments will be invested using the judgment and due care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The City adopts an annual Investment Policy intended to provide specific criteria for the prudent investment of City funds. This Policy is in conformance with all Federal, State and local laws governing the investment of City funds. Cash temporarily idle during the year was invested in various securities, as permitted in the City's Investment Policy and state laws governing the deposit of public funds. The City's current Investment Policy was adopted by the City in November 2004.

The City ended the year with cash and investments of $8.58 million, all of which is managed by the City Treasurer. The City's cash balance was volatile during the year and therefore the average cash balance throughout the year was significantly less that the ending cash balance. Total accrued earnings were $16,056, which was reflective of the daily cash balances. The average interest rate as of June 30, 2004 was 1.44% compared to 1.29_% for U.S. Treasury 91 day yields, a benchmark used to compare earnings.

DEBT ADMINISTRATION. As of June 30, 2004, the City of Rancho Cordova did not have any debt issues outstanding. Special Tax Bonds have been issued under the Mello-Roos Community Facilities Act of 1982 in the amount of $23.414 million. The City is not

CITY OF RANCHO CORDOVA, CALIFORNIA

LIST OF PRINCIPAL OFFICERS

KEN COOLEY
MAYOR

ROBERT MCGARVEY
VICE MAYOR

LINDA BUDGE
COUNCILMEMBER

DAVID SANDER
COUNCILMEMBER

DAN SKOGLUND
COUNCILMEMBER

TED A. GAEBLER
CITY MANAGER

STEVE MEYERS
CITY ATTORNEY

CYRUS ABHAR
PUBLIC WORKS DIRECTOR

YVONNE DeHAAN
CODE ENFORCEMENT MANAGER

LILLIAN HARE
CITY CLERK

CURT HAVEN
ECONOMIC DEVELOPMENT DIRECTOR

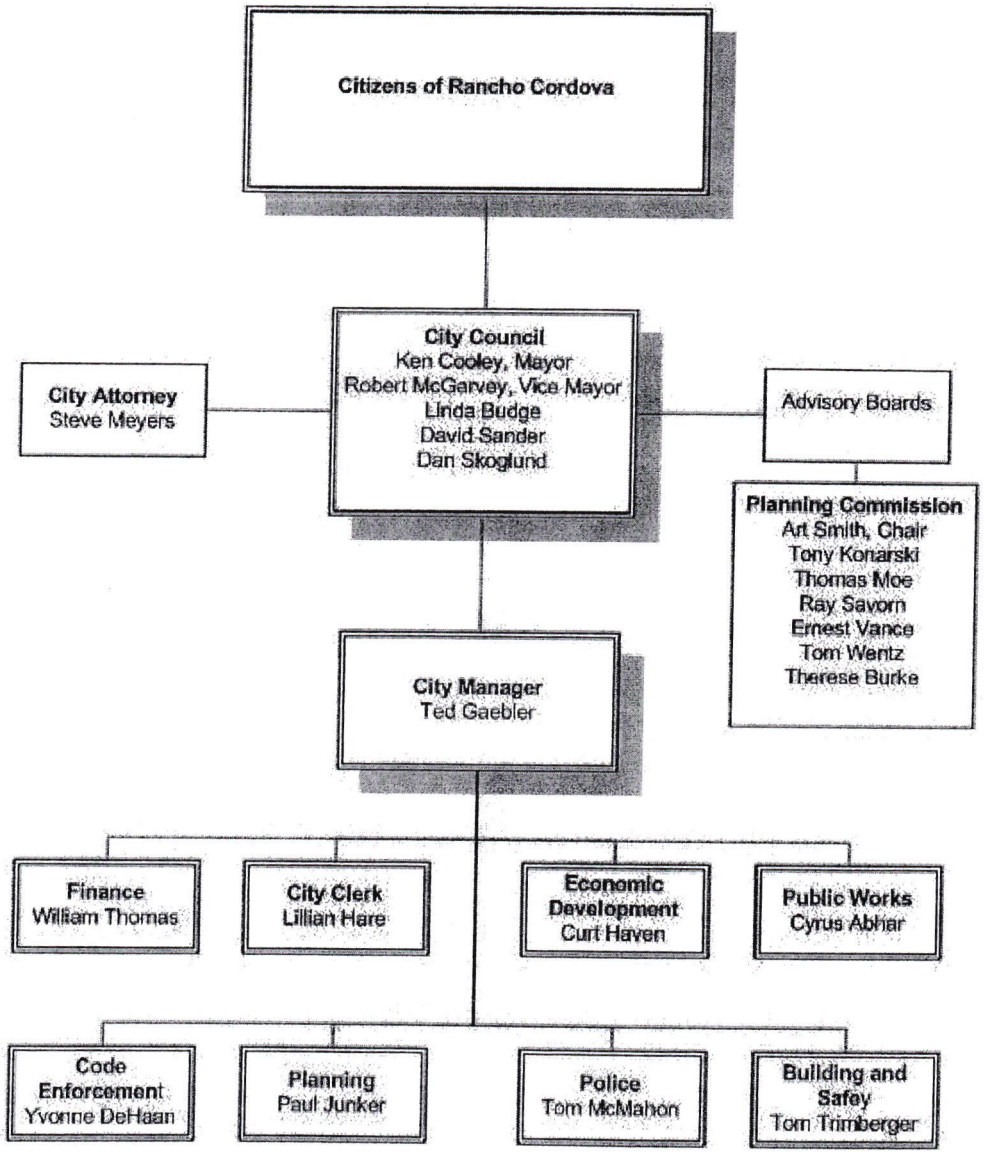
TOM McMAHON
POLICE CHIEF

PAUL JUNKER
PLANNING DIRECTOR

WILLIAM THOMAS
CHIEF FINANCIAL OFFICER

TOM TRIMBERGER
CHIEF BUILDING OFFICAL

City of Rancho Cordova, CA
Organizational Chart



Richardson & Company

550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor, City Manager and
Members of the City Council
City of Rancho Cordova
Rancho Cordova, California

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Rancho Cordova (the City) as of June 30, 2004, and for the period from inception (April 1, 2003) to June 30, 2004, which collectively comprise the City's basic financial statements. These basic financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the City as of June 30, 2004 and the respective changes in financial position there of and the respective budgetary comparison for the General Fund for the initial period then ended in conformity with accounting principles generally accepted in the United States of America.

Management's Discussion and Analysis are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The Supplementary Information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the City. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The introductory and statistical section listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements of the City. Such additional information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

Richardson & Company

October 15, 2004

MANAGEMENT'S DISCUSSION AND ANALYSIS

With the 2003 – 2004 Comprehensive Annual Financial Report (CAFR), the City will have implemented all provisions of the Government Accounting Standards Board Statement Number 34 (GASB 34), "Basic Financial Statements and Management Discussion and Analysis for State and Local Governments", except for the valuation of existing infrastructure at incorporation. That will be completed in accordance with the exceptions permitted by GASB 34 (e.g. within three years or fiscal year 2006 – 2007). The City intends to report all infrastructure values with the fiscal year 2004 – 2005 report. GASB 34 required municipalities to make fundamental changes in accounting and reporting in an effort to make government financial performance clearer and more understandable to readers. GASB 34 has required the City to make substantial changes to the financial statement format. Moreover, the City must provide more detailed discussion and analysis of its financial activities. This is particularly true of comparisons that now have to be provided. Since the City of Rancho Cordova is issuing its first CAFR based on its first year of operation, those comparisons do not appear. Subsequent CAFRs will require those comparisons. To obtain a complete picture of the City's financial condition, this document should be read in conjunction with the accompanying Transmittal Letter and Basic Financial Statements.

The CAFR is presented in three sections:

- An *Introductory Section* which includes the Transmittal Letter and general information.
- The *Financial Section* which includes:
  - Auditor's Report
  - Management Discussion and Analysis
  - Basic Financial Statements
  - Required Supplementary Information; and
  - Combined Financial Statements and Schedules
- *Statistical Information*

FINANCIAL HIGHLIGHTS

- The net assets of the City exceeded its liabilities at June 30, 2004 by $7.15 million (net assets). Of this amount, $4.80 million (unrestricted net worth) may be used to meet the government's ongoing obligations to citizens and creditors, but is subject to designation for specific City programs.

- The City's General Fund reported a surplus of $6,867,849 for the year ending June 30, 2004, creating an ending fund balance of $6,867,849.

➢ The resources available for appropriation were $6.12 million less than estimated (budget) for the General Fund (31.97%). The expenditures for the fund were $7.18 million less than appropriated (budget) for the General Fund (49.90%).

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Government-wide Financial Statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The statement of net assets presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets. *Over time, increases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.*

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenditures are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

FUND FINANCIAL STATEMENTS

The Fund Financial Statements provide detailed information about each of the City's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB 34 and replaces the concept of combining like funds and presenting them in total. Instead each Major Fund is presented individually, with all Non-major Funds combined in a single column on each fund statement. The City of Rancho Cordova has only one Major Fund which is the General Fund. All other funds are considered to be Non-major Funds. Subordinate schedules present the detail of the Non-major Funds.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of these funds of the City can be divided into two categories: governmental funds and fiduciary funds. In addition, proprietary funds are used to report business type activities and internal service funds. The City of Rancho Cordova did not use proprietary funds in fiscal year 2004.

GOVERNMENTAL FUNDS. Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual accounting*, which measures cash and all other financial assets that can be readily converted to cash. The Governmental Fund statements provided a detailed short-term view of the City's general government operations and the basic services it provides. *Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.*

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains various governmental funds. Information is presented separately in the Governmental Fund Balance Sheet and in the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund (the only Major Fund). All of the remaining governmental funds are presented in the aggregate under the heading of Non-Major Governmental Funds. Individual fund data for each of the Non-Major Governmental Funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriation for its Major Fund and certain of its Non-Major Funds. The basic financial statements include budgetary comparison statements for the General Fund only since it is the City's only Major Fund. To demonstrate compliance with the annual budget, budgetary comparison statements have been provided for all of the funds in the combining section of this report.

FIDUCIARY FUNDS. Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The basic fiduciary fund financial statements can be found immediately following the basic governmental fund financial statements.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found immediately following the basic Agency Funds financial statements.

SUPPLEMENTAL INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that follows the notes to the basic financial statements.

The combining statements referred to earlier in connection with non-major governmental funds are presented for all non-major Special Revenue Funds and Fiduciary Funds. These combining and individual fund statements and schedules can be found immediately following the notes to the basic financial statements.

This report also contains statistical information that may be useful to readers of this report. This information can be found in the last section of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide financial statements provide long-term and short-term information about the City's overall financial condition. This analysis addresses the financial statements of the City as a whole.

This is the first year that the City has been in existence. Although GASB 34 does not require the City to restate financial information from prior years, in the case of the City of Rancho Cordova no comparison would be possible. In future years, when prior year information is available, a comparative analysis of government-wide information will be presented.

Since the City is not reporting infrastructure assets, the largest portion of the City's net assets is reflected in cash and investments. That category makes up 76.6% of the total net assets. In future years, the largest portion will be the investment in capital assets. In FY 2005, the City will be pursuing several asset acquisitions which, along with the valuation of the existing infrastructure will

change the mix of our assets. To meet current needs, the significant cash and investment reserves provide ongoing operating resources.

Summary of Net Assets
As of June 30, 2004

Assets:		
Capital Assets	$	25,944
Current and Other Assets		11,296,322
Total Assets		11,322,266
Liabilities:		
Long-term Liabilities		1,760,233
Other Liabilities		2,410,695
Total Liabilities		4,170,928
Net Assets:		
Invested in capital assets, net of related debt		25,944
Restricted		2,321,085
Unrestricted		4,804,309
Total Net Assets	$	7,151,338

The results of the first year of operation provided ending net assets of $7,151,338 which was primarily due to surplus cash at year end. Unrestricted net assets are $4,804,309 or 67.18% of total net assets. However, the City has elected to designate $4 million of the net assets of the City's General Fund for future debt service. This reserve will provide an additional source of funds to finance future capital infrastructure acquisitions.

The changes in net assets summary provides information on what made up the change in net assets during the fiscal year. Since this is the first year of operation, the change in net assets summary is also a summary of the overall operations of the City. Net assets increased $7,151,338 due primarily to a surplus of cash at year end. On the following page is a summary of the change in net assets.

Summary of Changes in Net Assets
For the Year Ended June 30, 2004

Revenues:		
Program Revenues:		
Charges for Services	$	2,326,721
Operating Grants & Contributions		21,442
Capital Grants & Contributions		-
Total Program Revenue		2,348,163
General Revenues:		
Taxes:		
Property		132,796
Sales		9,427,805
Utility Users		1,338,854
Transient Occupancy		2,257,596
Other		3,363,996
Investment Income		16,056
Vehicle License Fees		3,863,040
Other		313,639
Total General Revenues		20,713,782
Total Revenues		23,061,945
Expenses:		
Governmental Activities:		
General Government		3,143,679
Community Development		2,285,042
Public Safety		8,978,634
Public Works		1,503,252
Total Expenses		15,910,607
Excess of Revenues over Expenses		7,151,338
Increase in Net Assets:		
Net Assets 6/30/2003		-
Net Assets 6/30/2004		7,151,338
Change in Net Assets	$	7,151,338

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

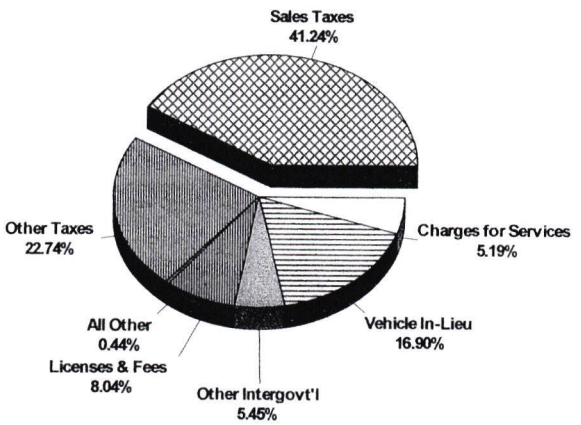
Governmental Funds. The focus of the City's governmental funds is to provide information on near-term inflows; outflows and balances of spend-able resources. Such information may be useful in assessing the City's financing requirements.

As of the end of the fiscal year 2003 – 2004, the City's governmental funds reported total combined ending fund balances of $9.093 million. As discussed above, this was due primarily to a surplus of revenues over expenditures. Approximately 32.31% of this total constitutes unreserved/undesignated fund balance, which is available for spending at the City's discretion based on the source of funds. The remainder of the fund balance, $6.116 million is reserved/designated to indicate that it is not available for new spending because it has already been committed for various purposes as shown above. It should be noted, that a significant portion of the reserved/designated fund balance ($4.00 million) has been designated for future debt service payments. That designation is to provide a fall-back position for anticipated debt issuances; however it is not expected to be needed.

Governmental Funds	June 30, 2004
Reserved for:	
Encumbrances	$ 20,000
Prepaid expenses	20,548
Debt Service	2,115,059
Total Reserved	2,155,607
Designated for:	
Future Debt Service	4,000,000
Total Designated	4,000,000
Unreserved:	
General Fund	712,242
All Special Revenue Funds	2,225,410
Total Reserved	2,937,652
Total Fund Balances	**$ 9,093,259**

The City's total revenues were $22,858,944 while the total cost of all programs and services were $15,880,744. Sales taxes of $9,427,805 were the City's largest source of revenue and accounted for 41.24% of the total revenues. Motor Vehicle In-Lieu was the City's second largest revenue source ($3,863,040) and

GOVERNMENTAL FUNDS REVENUE

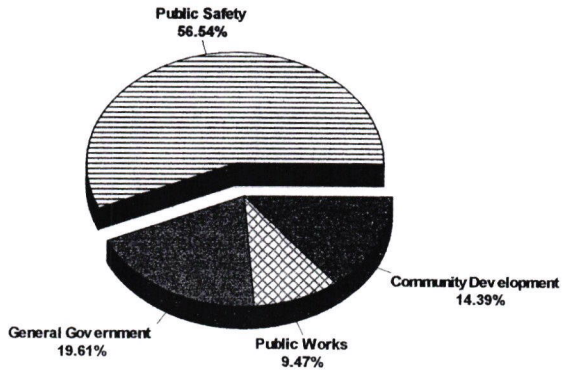


accounted for 16.90% of total revenues. Other major revenue sources included Gas Tax ($1,219,435), Utility Users Taxes ($1,338,854), and Transient Occupancy Tax ($2,257,596). Property taxes, usually considered a staple of local government resources is affected by the "Revenue Neutrality Agreement" between the City and Sacramento County. This agreement calls for reductions in property tax receipts to the City over a period of thirty-one years. The City records property tax receipts at a gross amount and records the amount withheld by the County as an expense. Property taxes, if all were received by the City, would have been $5.314 million in fiscal year 2003 – 2004. Additional information concerning this agreement is contained in the Notes to the Basic Financial Statements.

These revenues, less property taxes, fund a significant portion of the City's basic services. It should be noted that population-based subventions, such as the Motor Vehicle In-Lieu had previously been based on a formula of three-times the number of registered voters. In fiscal year 2005, that formula was adjusted to be based on the actual population which will decrease those revenues in future years.

Total expenditures for all activities were $15,880,744. The largest expenditures in the Governmental Activities are Public Safety. A total of $8,978,634 was expended which represented 56.54% of the total expenditures. Public Safety expenditures include those associated with Police services, Animal Control services and Code Enforcement services. Other expenditures included General Government, including capital outlay ($3,113,816, or 19.61%), Community Development ($2,285,042, or 14.39%) and Public Works ($1,503,252 or 9.47%).

Government Funds Expenditures



GENERAL FUND FINANCIAL INFORMATION

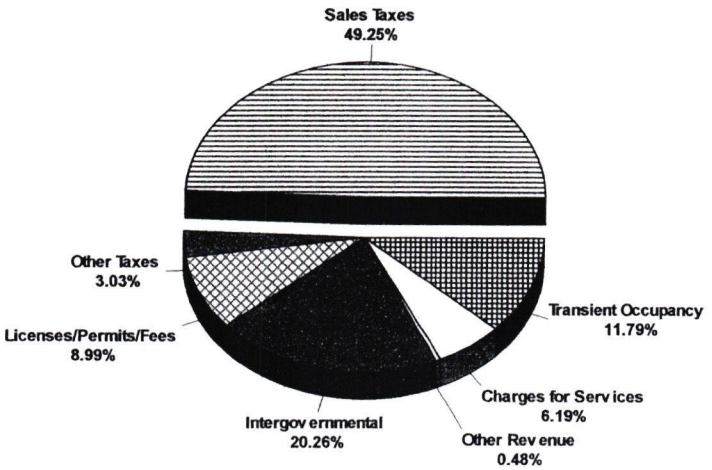
The General Fund is the chief operating fund of the City. At the end of fiscal year 2003 – 2004, the unreserved fund balance was $712,242 while the total fund balance was $6,867,849. As a measure of the General Fund's liquidity it may be

useful to compare the unreserved fund balance to total fund expenditures. Unreserved fund balance represents 4.95% of the total General Fund expenditures. When the $4.0 million that is designated for future debt service is added to the mix, the percentage increases to 32.75% of the General Fund expenditures and is more representative of the City's General Fund liquidity.

For the fiscal year ended June 30, 2004, cash and investments were $6,492,921, while overall assets were $9,070,819. Liabilities included accounts payable of $747,000 due mainly to contract service companies. Other liabilities include deposits payable of $1,223,764 which consist of deposits by developers to cover the cost of processing their development plans. Total liabilities were $2,202,970.

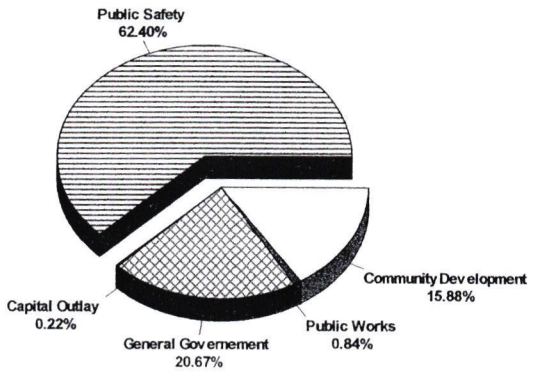
Revenues for the General Fund have largely been discussed above. Sales Tax, Utility Users, Motor Vehicle In-Lieu and Transient Occupancy Taxes make up a sizeable majority of General Fund revenues. Additionally, fees for planning services, building inspection and engineering services are designed to recover costs associated with these services when they apply to a certain development/developer. The City is currently analyzing those fees to provide total cost recovery for the service including overhead costs.

General Fund Revenues



Expenditures from the General Fund also were discussed above. The major cost in this fund is for Public Safety. The City contracts with the Sacramento County Sheriff's Department for law enforcement costs. Monthly payments equal to 1/12 of the contract amount is paid to the

General Fund Expenditures



Monthly payments equal to 1/12 of the contract amount is paid to the Sheriff's Department. Twice a year reconciliation between the contract amount and actual amounts is made. Other costs include Community Development of $2,285,042. Community Development activities, including Planning and Building Inspection, are contracted out. Expenditures for Public Works were $120,888. The majority of Public Works activity takes place outside of the General Fund. Finally, General Government expenditures were $2,973,796. This cost is largely made up of costs associated by services delivered by full-time city employees (City Manager, City Clerk, Finance, and Human Resources). Other normal General Fund activities including Fire and Parks and Recreation are performed by independent districts established to provide those services.

GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the General Fund's original appropriations budget and the final amended budget were $4,874,611 and were due to changes in expenditure estimates, as shown in the following table:

CHANGES IN GENERAL FUND APPROPRIATIONS
FY 2003 - 2004

	Adopted	Revised	Difference
City Council	$ 77,575	$ 77,575	$ -
Advisory Bds.	11,500	11,500	-
City Mgr.	393,341	460,895	67,554
City Atty	450,000	550,000	100,000
City Clerk	229,280	187,929	(41,351)
Finance	240,496	233,097	(7,399)
Personnel	34,000	42,500	8,500
Planning	800,000	800,000	-
Code Enforcement	514,000	514,000	-
Building & Safety	1,200,000	1,200,000	-
Engineering Services	1,985,000	1,985,000	-
Police	9,966,259	10,006,259	40,000
Public Works	1,526,115	-	(1,526,115)
Animal Services	165,800	165,800	-
Non Departmental	823,600	807,800	(15,800)
Payment to Other Agencies	8,022,400	4,522,400	(3,500,000)
	$ 26,439,366	$ 21,564,755	$ (4,874,611)

Changes in the appropriations were mainly due to the decrease in the allocation of first year transition costs (Payment to Other Agencies) and a decrease in the Public Works department allocation of General Fund resources. Those expenditures were accounted for in a Special Revenue Fund (Gas Tax). In all categories of expenditures (General Government, Public Safety, and Public Works), except for Community Development the actual costs were under the appropriated amount. Community Development exceeded budget by $282,042 due to unanticipated development review requirements. The City relied on

estimates provided by a consultant to formulate the first budget. These figures proved to be substantially exaggerated for revenues and expenditures. A mid-year adjustment was made but was not sufficient to accurately predict final results. Thus due to a combination of consultant numbers as well as insufficient historical information, the budget to actuals for fiscal year 2003 – 2004 were off significantly. Actual revenues received were $19,142,283 which was $6,118,108 less than estimates (budget). Actual expenditures were $14,389,493 which was $7,175,262 less than appropriations (budget). In fiscal year 2004 – 2005 not only will we have the luxury of at least one year's actual results but also a better internal reporting system to track the actual results and adjust the budget accordingly.

FINANCIAL ANALYSIS OF OTHER MAJOR GOVERNMENTAL FUNDS

These funds, consisting mainly of Special Revenue Funds, were not of sufficient volume to warrant a "major-fund" designation. Special Revenue Funds that were budgeted included:

- Gas Tax Fund: The majority of funds were spent for Public Works related activity. The total received was $1,226,225 of which $224,608 was expended. Budget to actual results for this fund were:
  - Revenues were $531,665 less than estimated
  - Expenditures were $1,152,964 less than appropriated
  - Overall, the fund ended with a fund balance of $1,001,617

- Measure A Fund: These funds are used for street related projects. The total amount of these funds ($1,146,994) was used to cover the costs of road maintenance activities. Budget to actual results for this fund were:
  - Revenues exceeded estimates by $146,719
  - Expenditures exceeded estimates by $146,994
  - Overall the fund ended with a negative fund balance of $275

- The Very Low Income Housing Fund received $81,430 in taxes related to development during the year. This was $19,411 in excess of revenue estimates of $61,658. There were no expenditures in this fund and the ending fund balance was $81,430.

- The other significant funds were the Traffic Mitigation Fund and the Environmental Impact Fund. Both of these funds represent impact fees related to development. Traffic impact fees will assist in the future mitigation of traffic related requirements related to development. The Environmental fund will be used solely for the mitigation of impacts to the Swainson Hawk habitat.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

Capital assets consist of furnishings and fixtures related to the establishment of the City Hall. Future additions to this category will include the valuation of the existing infrastructure (roads, sidewalks, street signs, street signals, etc.). The City has opted to utilize the GASB 34 exemption that allows that those infrastructure costs can be placed on the books up to three years after initial implementation of GASB 34. However, the City expects to complete that infrastructure valuation in the current fiscal year and include those assets in our fiscal year 2004 – 2005 CAFR.

Debt

At year-end, the City did not have any outstanding debt that was the direct responsibility of the City. The City did issue a Mello Roos debt instrument during fiscal year 2003 – 2004. Further information concerning this debt issue is contained in the Notes to the Basic Financial Statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The City's primary revenue resources are all potentially affected by economic factors or legislative action. Sales taxes, utility users taxes, transient occupancy taxes and property transfer taxes are all affected not only by the national economy but also by the local economy. Legislative action already taken will affect the Motor Vehicle In-Lieu revenues as the amount will now be determined based on the actual population of the City rather than the three-times registered voter number. This will result in an approximate decrease of 22.5% or $870,000.

Expenditures are expected to increase in future years however some of the major costs (City Hall and Capital Outlay) will be paid from non-general fund resources.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

The CAFR is intended to provide citizens, taxpayers, investors and creditors with a general overview of the City's finances. Questions about this report should be directed to the Finance Department at 3121 Gold Canal Drive, Rancho Cordova, CA 95670. This report will also be provided on the City's website at: www.cityofranchocordova.org under the Finance Department's page. Questions concerning any of the information contained in the CAFR should be addressed to the Chief Financial Officer, City of Rancho Cordova, 3121 Gold Canal Drive, Rancho Cordova, CA 95670 or at bthomas@cityofranchocordova.org.

CITY OF RANCHO CORDOVA

STATEMENT OF NET ASSETS

June 30, 2004

ASSETS		
Cash and investments		$ 8,580,074
Receivables:		
Accounts		602,740
Interest		16,857
Other		185,731
Due from other agencies		1,890,372
Prepaid expenses		20,548
Capital assets, net		25,944
	TOTAL ASSETS	11,322,266
LIABILITIES		
Accounts payable and accrued expenses		747,499
Benefits payable		14,800
Deposits payable		1,223,764
Long-term liabilities:		
Due within one year		424,632
Due in more than one year		1,760,233
	TOTAL LIABILITIES	4,170,928
NET ASSETS		
Invested in capital assets, net		25,944
Restricted for:		
Road projects		1,001,617
Low income housing projects		81,430
Environmental mitigation		467,445
Traffic mitigation		724,187
Library projects		14,455
Transit development		31,951
Unrestricted		4,804,309
	TOTAL NET ASSETS	$ 7,151,338

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

STATEMENT OF ACTIVITIES

For the Period Ended June 30, 2004

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue - Governmental Activities
FUNCTIONS/PROGRAMS:					
General government	$ 3,143,679	$ 2,280,184	$ 10,680		$ (852,815)
Public safety	8,978,634	38,410			(8,940,224)
Community development	2,285,042				(2,285,042)
Public works	1,503,252	8,127	10,762		(1,484,363)
TOTAL GOVERNMENTAL ACTIVITIES	$ 15,910,607	$ 2,326,721	$ 21,442	$ -	(13,562,444)
GENERAL REVENUES:					
Taxes:					
Property					132,796
Sales and use					9,427,805
Utility users					1,338,854
Gas					1,219,435
Transient occupancy					2,257,596
Other					1,606,250
Franchise fees					538,311
Vehicle license fees					3,863,040
Investment earnings					16,056
Other					313,639
TOTAL GENERAL REVENUES					20,713,782
CHANGE IN NET ASSETS					7,151,338
Net assets at beginning of year					-
NET ASSETS AT END OF YEAR					$ 7,151,338

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2004

	General Fund	Nonmajor Governmental Funds	Total
ASSETS			
Cash and investments	$ 6,492,921	$ 2,087,153	$ 8,580,074
Receivables:			
Accounts	602,740		602,740
Interest	13,199	3,658	16,857
Other	185,731		185,731
Due from other agencies	1,640,810	249,562	1,890,372
Due from other funds	114,870		114,870
Prepaid expenses	20,548		20,548
TOTAL ASSETS	$ 9,070,819	$ 2,340,373	$ 11,411,192
LIABILITIES AND FUND BALANCES			
CURRENT LIABILITIES			
Accounts payable and accrued expenditures	$ 747,406	$ 93	$ 747,499
Benefits payable	14,800		14,800
Deposits payable	1,223,764		1,223,764
Due to other funds		114,870	114,870
Compensated absences	14,000		14,000
Deferred revenue	203,000		203,000
TOTAL LIABILITIES	2,202,970	114,963	2,317,933
FUND BALANCES			
Reserved for:			
Encumbrances	20,000		20,000
Prepaid expenses	20,548		20,548
Debt service	2,115,059		2,115,059
Unreserved:			
Designated for future debt service	4,000,000		4,000,000
Unreserved, reported in:			
General fund	712,242		712,242
Special revenue funds		2,225,410	2,225,410
TOTAL FUND BALANCES	6,867,849	2,225,410	9,093,259
TOTAL LIABILITIES AND FUND BALANCES	$ 9,070,819	$ 2,340,373	$ 11,411,192

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

RECONCILIATION OF THE BALANCE SHEET TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS-
GOVERNMENTAL FUNDS

June 30, 2004

Fund balances - total governmental funds		$ 9,093,259
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:		
Governmental capital assets	$ 31,133	
Less: accumulated depreciation	(5,189)	25,944
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the governmental funds.		203,000
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of:		
Long-term debt obligations	$ (2,115,059)	
Accrued compensated absences	(55,806)	(2,170,865)
Net assets - governmental activities		$ 7,151,338

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS

For the Period Ended June 30, 2004

	General Fund	Nonmajor Governmental Funds	Total
REVENUES			
Taxes and assessments	$ 12,624,336	$ 2,002,221	$ 14,626,557
Licenses, fees and permits	1,362,535	475,572	1,838,107
Fines and forfeitures	36,041		36,041
Intergovernmental	3,878,329	1,230,197	5,108,526
Use of money and property	7,384	8,671	16,055
Charges for services	1,185,736		1,185,736
Other	47,922		47,922
TOTAL REVENUES	19,142,283	3,716,661	22,858,944
EXPENDITURES			
General government	2,973,796	108,887	3,082,683
Public safety	8,978,634		8,978,634
Community development	2,285,042		2,285,042
Public works	120,888	1,382,364	1,503,252
Capital outlay	31,133		31,133
TOTAL EXPENDITURES	14,389,493	1,491,251	15,880,744
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	4,752,790	2,225,410	6,978,200
OTHER FINANCING SOURCES (USES)			
Proceeds from long-term debt	2,115,059		2,115,059
TOTAL OTHER FINANCING SOURCES (USES)	2,115,059	-	2,115,059
NET CHANGES IN FUND BALANCES	6,867,849	2,225,410	9,093,259
Fund balances at beginning of year	-	-	-
FUND BALANCES AT END OF YEAR	$ 6,867,849	$ 2,225,410	$ 9,093,259

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES - GOVERNMENTAL FUNDS

For the Period Ended June 30, 2004

Net changes in fund balances - total governmental funds		$ 9,093,259
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay as expenditures. In the statement of activities, however, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Capital outlay	$ 31,133	
Depreciation expense	(5,189)	25,944
Revenues in the statement of activities that do provide current financial resources are not reported as revenues in the funds.		203,000
Long-term debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		(2,115,059)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Compensated absences		(55,806)
Change in net assets - governmental activities		$ 7,151,338

The accompanying notes are an integral part of these financial statements

CITY OF RANCHO CORDOVA

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - (BUDGETARY BASIS)
GENERAL FUND

For the Period Ended June 30, 2004

	Budgeted Amounts		Actual Amounts (Budgetary Basis See Note B)	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Taxes and assessments	$ 17,118,302	$ 18,994,302	$ 12,624,336	$ (6,369,966)
Licenses, fees and permits	3,542,500	3,634,500	1,362,535	(2,271,965)
Fines and forfeitures	55,000	55,000	36,041	(18,959)
Intergovernmental	3,617,449	1,911,633	3,878,329	1,966,696
Use of money and property	100,000	49,000	7,384	(41,616)
Charges for services	450,000	581,306	1,185,736	604,430
Other	30,000	34,650	47,922	13,272
TOTAL REVENUES	24,913,251	25,260,391	19,142,283	(6,118,108)
EXPENDITURES				
General government	10,282,192	6,893,696	2,973,796	(3,919,900)
Public safety	10,646,059	10,686,059	8,978,634	(1,707,425)
Community development	2,000,000	2,000,000	2,285,042	285,042
Public works	3,511,115	1,985,000	120,888	(1,864,112)
Capital outlay			31,133	31,133
TOTAL EXPENDITURES	26,439,366	21,564,755	14,389,493	(7,175,262)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,526,115)	3,695,636	4,752,790	(13,293,370)
Fund balances at beginning of year	-	-	-	-
FUND BALANCES AT END OF YEAR	$ (1,526,115)	$ 3,695,636	$ 4,752,790	$ (13,293,370)

The accompanying notes are an integral part of these financial statements.

CITY OF RANCHO CORDOVA

STATEMENT OF ASSETS AND LIABILITIES
AGENCY FUNDS

June 30, 2004

ASSETS		
Cash and investments		$ 1,925,714
Cash with fiscal agent		20,772,306
Accounts receivable		5,093
Interest receivable		5,622
	TOTAL ASSETS	$22,708,735
LIABILITIES		
Accounts payable		$ 7,660
Due to assessment holders		22,663,598
Due to other funds		37,477
	TOTAL LIABILITIES	$22,708,735

The accompanying notes are an integral part of these financial statements.

NOTE A–REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Rancho Cordova (the City) was incorporated in May 2002, effective July 1, 2004, under the laws and regulations of the State of California. The City operates under a Council-City Manager form of government and provides the following services: public safety (Police), roads and streets, public improvements, planning and zoning and general administrative services. These financial statements cover the period April 1, 2003 through June 30, 2004. The City incurred $260,799 of expenses prior to the effective date of incorporation of the City while it was in organization, which was funded by a $350,000 loan from the County of Sacramento (the County), the proceeds from which were received on April 15, 2003. This loan was repaid on December 23, 2003.

The financial statements of the City have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB), is the standard-setting body for governmental accounting and financial reporting. The more significant of these accounting policies are described below and, where appropriate, subsequent pronouncements will be referenced.

Reporting Entity: The City operates as a self-governing local government unit within the State of California (the State). It has the authority to levy taxes and has the authority to determine user fees for the services that it provides. The City's main funding sources include property taxes, sales taxes, transient occupancy taxes and other intergovernmental revenue from the State and County. The property taxes collected within the City's limits are shared with the County beginning fiscal year 2003/04 and continuing through fiscal year 2033/34 with percentages varying each year from 2.5% to 61.2% retained by the City.

Basis of Presentation - Government-wide financial statements: The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. The City has no component units. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The City has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue when reimbursable costs are incurred under the accrual basis of accounting.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Basis of Presentation--Fund Financial Statements: The accounts of the City are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions or limitations. Separate financial statements are provided for each governmental fund. Major individual governmental funds are reported as separate columns in the fund financial statements.

NOTE A–REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers all revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments, are recorded only when payment is due. Payable balances consist primarily of payables to vendors.

Taxes and investment earnings associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when cash is received by the City.

The City reports the following major governmental fund types:

General Fund - The general fund is the City's primary operating fund. It is used to account for all activities of the general government, except those required to be accounted for in another fund. All general operating revenues not restricted in use are recorded in this fund.

Additionally the City reports the following fund types:

Special Revenue Funds - Special revenue funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, local ordinance or Federal grant regulation to record particular operating or capital functions of the City.

Agency Funds - Agency Funds account for assets held by the City in a purely custodial capacity. Agency Funds typically involve only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations or other governments. The City's agency funds account for assets held by the City as an agent for bonded assessment districts.

Budgetary Information: The City Council annually adopts the budget resolution for all operating funds of the City. Budgetary control is legally maintained at the fund level. Department heads submit budget requests to the City Manager. The City Manager prepares an estimate of revenues and prepares recommendations for the next year's budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30.

All budget amounts presented in the accompanying financial statements and supplementary information have been adjusted for legally authorized revisions of the annual budgets during the year. Appropriations, except open project appropriations and unexpended grant appropriations, lapse at the end of each fiscal year. Amounts shown in the financial statements represent the original budgeted amounts and all supplemental appropriations. The supplemental appropriations were immaterial. The budgetary data is prepared on the modified accrual basis consistent with the related "actual" amounts.
Encumbrance accounting is employed in governmental funds. Encumbrances (e.g. purchase orders and contracts) outstanding at year end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year.

The City prepares its annual budget on a budgetary basis, which differs from GAAP. The budget and all transactions are presented in accordance with the budgetary basis in the Statements of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Budgetary Basis) in order for the General Fund to provide a meaningful comparison of actual results with the budget.

NOTE A–REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The major difference between budgetary basis and GAAP basis is that new proceeds from long-term debt are recorded as other financing sources in the General Fund on the GAAP basis, but is not reflected in the budget. The City did not prepare a budget for certain special revenue funds for the year ended June 30, 2004.

Cash and Cash Equivalents: The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. All certificates of deposit, regardless of maturity, are considered to be short-term investments.

Investments: All investments are generally stated at fair value, unless amortized cost approximates fair value, in which case those investments would be stated at amortized cost. Statutes authorize the City to invest in the following:

- U.S. Treasury obligations
- U.S. Government Federal Agencies and Securities
- Time Certificates of Deposit
- Negotiable Certificates of Deposit
- Bankers Acceptances
- Commercial Paper with a maximum maturity of 270 days
- Commercial Paper with a maximum maturity if 31 days
- California Local Agency Investment Fund (LAIF)
- Repurchase Agreements
- Medium-term Notes
- Money Market Accounts
- Mutual Funds

Interfund Transactions: Interfund transactions are reflected as either loans, services provided, reimbursements or transfers. Loans are reported as receivables and payables, as appropriate, and are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not available financial resources.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

Prepaid Costs: Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid costs in both government-wide and fund financial statements. Prepaid costs are reported in the fund financial statements as a reservation of fund balance to indicate they do not constitute resources available for appropriation.

Capital Assets: Capital assets for governmental fund types are not capitalized in the funds used to acquire or construct them. Capital acquisitions are reflected as an expenditure in the governmental fund, and the related assets are reported in the government-wide financial statements. Capital assets owned by the City are stated at historical cost or estimated historical cost, if actual historical cost is not available. Although not required, the City will record its infrastructure assets as the information becomes available, but no later than June 30, 2007. Capital assets, which consist of equipment, are depreciated using the straight-line method over 5 years.

It is the City's policy to capitalize all land, structures and improvements and equipment, except assets costing less than $5,000. Costs of assets sold or retired (and related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement. Proceeds from the sale of capital assets are included in the statement of revenues, expenditures and changes in fund balances of the related fund. Proceeds reported in the governmental fund are eliminated and the gain or loss on sale is reported in the government-wide presentation.

NOTE A–REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deposits Payable: Deposits payable consist of deposits received from developers to cover planning costs incurred by the City.

Compensated Absences: City employees are granted universal leave in varying amounts based on classification and length of service. City employees have vested interests in the amount of universal leave accrued and are paid on termination. Up to five days of universal leave may be cashed out in December of each year as long as the amount is not more than 50% of the employees leave balance. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations or retirements and is currently payable. The general fund is typically used to liquidate compensated absences.

Property Taxes: The County of Sacramento is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The City recognizes property taxes when the individual installments are due provided they are collected within 60 days after year-end.

Secured property taxes are levied on or before the first day of September of each year. They become a lien on real property on March 1 preceding the fiscal year for which taxes are levied. These taxes are paid in two equal installments; the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, cost and interest when paid. If the delinquent taxes are not paid at the end of five years, the property is sold at public auction and the proceeds are used to pay the delinquent amounts due. Any excess is remitted, if claimed, to the taxpayer. Additional tax liens are created when there is a change in ownership of property or upon completion of new construction. Tax bills for these new tax liens are issued throughout the fiscal year and contain various payment and delinquent dates, but are generally due within one year. If the new tax liens are lower, the taxpayer receives a tax refund rather than a tax bill. Unsecured personal property taxes are not a lien against real property. These taxes are due on March 1, and become delinquent, if unpaid on August 31.

The City participates in an alternative method of distribution of property tax levies and assessments known as the "Teeter Plan." The State Revenue and Taxation Code allows counties to distribute secured real property and assessment and supplemental property taxes on an accrual basis resulting in full payment to cities each fiscal year. Any subsequent delinquent payments, penalties and interest during a fiscal year will revert to the County. The Teeter Plan payment, which includes 95% of the outstanding accumulated delinquency, is included in property tax revenue retained by the County under the revenue neutrality agreement. Under the Teeter Plan Code, 5% of the delinquency must remain with the County as a reserve for Teeter plan funding.

Net Assets: The government-wide financial statements utilize a net assets presentation. Net assets are categorized as invested capital assets (net of related debt), restricted and unrestricted.

Invested in Capital Assets, Net of Related Debt - This category groups all capital assets into one component of net assets. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

Restricted Net Assets - This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Assets - This category represents net assets of the City not restricted for any project or other purpose.

NOTE A–REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Reserves and Designations: In the governmental fund financial statements, fund balance reserves are those portions of the fund balance that are not available for appropriation or expenditure and/or are legally segregated for a specific future use. The following reserves and designations are used by the City.

Reserved for encumbrances - used to segregate that portion of fund balance to indicate that encumbrances do not represent available, spendable resources.

Reserved for debt service - represents an amount set aside to retire the debt owed to the County. This amount also represents a designation in the government-wide financial statements.

Designated for future debt service - represents that portion of fund balance designated for servicing of future debt issuances

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE B–CASH AND INVESTMENTS

Cash and investments at June 30, 2004 consist of the following:

	Governmental Funds	Agency Funds	Total
Cash on hand	$ 500		
Deposits in financial institutions	1,611,891		
California LAIF	6,967,683	$ 1,925,714	$ 8,893,397
Total cash and investments	$ 8,580,074	$ 1,925,714	$ 10,505,788

At June 30, 2004, the carrying amount of the City's deposits was $1,611,891 and the bank balance was $2,136,230. Of the bank balance, $100,000 was covered by federal depository insurance and $2,036,230 collateralized as required by State law (Government Code Section 53630), by the pledging financial institution with assets held in a common pool for the City and other governmental agencies. State law requires that the market value of the common pool of collateral be equal to or greater than 110% of all public deposits with the pledging financial institution if governmental securities are used, or 150% if mortgages are used, as collateral. The collateral is not held by, or in the name of, the City.

The City's investments in LAIF are stated at fair value. The total amount invested by all public agencies in LAIF is $57,600,699,158 managed by the State Treasurer. Of that amount 98.4 percent is invested in non-derivative financial products and 1.6 percent in derivative financial products and structured financial instruments. The Local Investment Advisory Board (the Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The value of pool shares in LAIF which may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the City's position in the pool.

The cash with fiscal agent held by the Agency fund is invested in mutual funds and investment contracts and is stated at fair value. Investments are typically categorized into three categories of credit risk. The investments in LAIF, mutual funds and investment contracts are not subject to categorization because they are not securities that exist in physical or book entry form.

NOTE C–RECEIVABLES

Accounts receivable consists of the following as of June 30, 2004:

Transient occupancy taxes	$ 409,295
Reimbursements from developers	121,588
Franchise fees	41,630
Utility taxes	25,171
Vendor	5,056
	$ 602,740

Due to other governments consists of the following as of June 30, 2004:

Sales taxes due from State	$ 695,600
Motor vehicle fees due from State	335,807
Building permits, planning fees and fines due from County	329,214
Impact fees due from County	215,832
Utility taxes due from various other agencies	161,424
Property and related taxes due from County	68,443
Reimbursements due from special assessment district	37,476
Miscellaneous amounts due from County	35,379
Various other amounts due from other agencies	11,197
	$ 1,890,372

NOTE D–CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2004 was as follows:

	Balance April 1, 2003	Additions	Retirements	Transfer and Adjustments	Balance June 30, 2004
Capital assets being depreciated:					
Equipment		$ 31,133			$ 31,133
Total capital assets being depreciated		31,133			31,133
Less accumulated depreciation for:					
Equipment		(5,189)			(5,189)
Total accumulated depreciation		(5,189)			(5,189)
Capital assets, net	$ -	$ 25,944	$ -	$ -	$ 25,944

Depreciation of $5,189 was charged to the general government function.

NOTE E–INTERFUND TRANSACTIONS

Interfund balances at June 30, 2004 are as follows:

Due to General Fund from:	
Nonmajor Governmental Funds	$ 114,870

NOTE E–INTERFUND TRANSACTIONS (Continued)

These balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

NOTE F–LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2004:

	Balance at April 1, 2003	Additions	Retirements	Balance at June 30, 2004	Due Within One Year
County debt		$ 2,115,059		$ 2,115,059	$ 410,632
Compensated absences		69,806	$	69,806	14,000
Total long-term liabilities	$ -	$ 2,184,865	$ -	$ 2,184,865	$ 424,632

The County of Sacramento performed police, animal control and street maintenance services on behalf of the City from July 1, 2003 through June 30, 2004. The City pre-paid the County $3,500,000 during the year ended June 30, 2004 for these services. The County also retained property and sales tax collected within the City's limits and applied these amounts toward providing these services. As of June 30, 2004, the City has incurred a liability to the County of $2,115,059 for the net remaining cost of these services. The City is required to make quarterly principal payments of $109,901, beginning October 1, 2004, through October 1, 2009, plus simple interest at the County Treasury pool rate. The interest rate at June 30, 2004 was 1.477%, which can vary each quarter as the County Treasury pool rate changes. The annual requirements to amortize the outstanding debt, using the interest rate in effect as of June 30, 2004, are as follows:

Year Ending June 30	Principal	Interest	Total
2005	$ 410,632	$ 28,972	$ 439,604
2006	416,731	22,873	439,604
2007	422,920	16,684	439,604
2008	429,201	10,403	439,604
2009	435,575	4,028	439,603
	$ 2,115,059	$ 82,960	$ 2,198,019

NOTE G–AGENCY BONDS PAYABLE

Special Tax Bonds have been issued under the Mello-Roos Community Facilities Act of 1982 to provide financial assistance to private-sector entities for the acquisition and construction infrastructure improvements deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received from special assessments. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of June 30, 2004, there were Sunridge Anatolia Community Facilities District No. 2003-1 Special Tax Bonds outstanding, with a principal amount payable of $23,415,000.

NOTE H–DEFICIT FUND BALANCE

The following funds have a fund deficit at June 30, 2004:

Fund	Deficit
Measure A Fund	$ 275
Museum Impact Fund	5,360
Parking Facility Fund	5,360
City Hall Fund	5,360
Police Fund	5,360
Community Center Fund	5,360
Corporate Yard Fund	5,360
General Plan Fees Fund	63,240

The deficit of the Measure A Fund will be eliminated with future sales tax revenue. The deficit of the remaining funds will be eliminated with future fee collections.

NOTE I–DEFINED BENEFIT PENSION PLANS

Plan Description: The City contributes to the California Public Employees Retirement System (PERS), an agent multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. All permanent full and part time City employees working at least 1,000 hours per year are eligible to participate in PERS. Under PERS, benefits vest after five years of service. Upon retirement, participants are entitled to an annual retirement benefit, payable for life, in an amount equal to a benefit factor times their highest average monthly salary over twelve consecutive months of employment. Benefit provisions and all other requirements are established by state statute. The establishment and amendment of specific benefit provisions of the plan is authorized by resolution of the City's Board. Copies of PERS annual financial report may be obtained from their Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy: Participants are required to contribute 7% of their annual covered salary. The City makes the contributions required of City employees on their behalf and for their account. The City is required to contribute at an actuarially determined rate; the rate for the year ended June 30, 2004 was 10.522% of annual covered payroll. The contribution requirements of plan members and the City are established and may be amended by PERS.

Annual Pension Cost: For the year ending June 30, 2004, the City's annual pension cost of $20,125 for PERS was equal to the City's required and actual contributions. The City entered PERS effective July 1, 2003. The required contribution was determined as part of the actuarial valuation calculated as of the entry date, using the entry age normal actuarial cost method. The actuarial assumptions included (a) 8.25% investment rate of return (net of administrative expenses), (b) projected annual salary increases that vary by duration of service ranging from 3.75% to 14.20% for non-safety members and 4.27% to 11.59% for safety members, and (c) 3.75% per year cost-of-living adjustments. Both (a) and (b) included an inflation component of 3.5%. The actuarial value of PERS assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a three year period (smoothed market value). The PERS unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization of the unfunded liability is not available, nor is the effective three-year trend information.

NOTE J–DEFERRED COMPENSATION PLAN

Eligible City employees can participate in a Section 457 Deferred Compensation Plan. Participants are allowed to contribute funds on a pretax basis up to a specified maximum. The City matches these contributions up to 6% of the employee contributions. For the period ended June 30, 2004 the City's matching contribution is $14,800.

NOTE K–INSURANCE

The City participates in the California State Association of Counties (CSAC) Excess Insurance Authority (CSAC EIA) a public entity risk pool of cities and counties within Northern California, for general liability insurance. Loss contingency reserves established by the CSAC EIA are funded by contributions from member agencies. The City pays an annual contribution to the CSAC EIA, which includes its pro-rata share of excess insurance premiums, charges for pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the risk pool. CSAC EIA provides insurance through the pool up to a certain level, beyond which group purchased commercial excess insurance is obtained. CSAC EIA has never made an additional assessment and is currently fully funded. No provision has been made on these financial statements for liabilities related to possible additional assessments.

The City's self-insured retention level and maximum coverage under the CSAC EIA are as follows:

	Pool Coverage	Self-Insured Retention
Primary general liability	$ 100,000	$ 10,000
General liability	5,000,000	100,000

Property, boiler and machinery and workers compensation insurance are provided through commercial insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past year.

NOTE L–CONTINGENT LIABILITIES

The City is a party to claims arising in the ordinary course of business. The City's management and legal counsel are of the opinion that the ultimate liability, if any, arising from these claims will not have a material adverse impact on the financial position of the City.

NOTE M–COMMITMENTS

The City and the County entered into a revenue neutrality agreement pursuant to Government Code §56845 as a means of mitigating the financial impacts of the incorporation of the City in 2003 on the County's general fund. A portion of the secured and unsecured ad valorem property taxes levied and collected pursuant to state law within the City's corporate limits are retained by the County, according to percentages outlined in the Tax Sharing Agreement. The percentage of taxes retained by the County ranges from 97.50% for the year ending June 30, 2004 to 38.80% for the year ending June 30, 2034. Any tax increment related to redevelopment project areas are excluded from this Tax Sharing Agreement. For the fiscal year ended June 30, 2004, property taxes retained by the County in accordance with the revenue neutrality agreement totaled $5,181,738.

The City has an agreement with the County to provide law enforcement services to the City commencing July 1, 2004 and continuing until June 30, 2007. The cost of providing this service will be outlined in a service plan, which will be provided to the City annually. The service plan for fiscal year 2004/05 projected total costs of $13,296,569.

NOTE M–COMMITMENTS (Continued)

The City has an agreement with the County to provide transportation operations and maintenance services beginning July 1, 2004 and continuing through June 30, 2007. The agreement is renewable annually through June 30, 2014. Under the agreement, the City is required to budget $1,000,000 annually for these services and is required to expend a minimum of $750,000 each year of the contract.

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, local ordinance or Federal grant regulation to record particular operating or capital functions of the City.

The Nonmajor Special Revenue Funds of the City are outlined as follows:

GAS TAX FUND – Established to account for revenues and expenditures on road related projects in the City of Rancho Cordova. Financing is provided by the City's share of the statewide tax on gasoline and other fuels.

VERY LOW INCOME HOUSING FUND – Established to account for tax increment revenues and the associated expenditures specifically set aside for affordable housing as mandated by law.

MEASURE A – Established to account for the one-half percent sales tax that is imposed in Sacramento County for transportation related projects.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – Established to account for the federal grants received under the Housing and Community Development Act of 1974.

TRAFFIC MITIGATION - Established to account for the roadway fee imposed on the development of real property. The roadway fees for each district shall be used solely to finance the costs of facilities stated in the Sacramento County Roadway Analysis.

COMMUNITY FACITIES FEES – Community Facilities Fees are imposed on all future growth within the City limits. The funds will be used to construct municipal facilities that will serve the City's current as well as future populace.

LIBRARY IMPACT FUND –The funds will be used for library buildings, furnishings, equipment and books.

MUSEUM IMPACT FUND – The funds will be used to construct municipal facilities such as a building, furnishings and equipment.

PARKING FACILITY FUND –The funds will be used to finance and purchase of land.

CITY HALL FUND –The funds will be used to construct municipal facilities such as a new city hall building, land acquisition, equipment and furnishings.

POLICE FUND –The funds will be used to construct police station and the purchase of police vehicles.

COMMUNITY CENTER FUND –The funds will be used to construct municipal facilities, such as the construction of a community center building and the purchase of land.

CORPORATE YARD FUND –The funds will be used to construct a corporation yard building and the purchase of land.

GENERAL PLAN FUND – Established to account for the fee assessed on developers based on a percentage of building permit valuations. The purpose of the fee is to recoup recoverable costs incurred by the City in preparing the City's General Plan, related elements and reports and associated environmental documents.

ENVIRONMENTAL MITIGATION – Established to account for developer fee revenues and expenditures related to the mitigation of habitat losses for the Swainson Hawk due to construction.

TRANSIT DISTRICT FUNDS – Established to account for the transit fee imposed on the development of real property. The transit fees for each district shall be disbursed for use according to the fiscal and budgetary provisions of the Sacramento Regional Transit district.

Agency Funds

Agency Funds are used to account for the receipt and disbursement of various taxes, deposits, deductions and property collected by the City, acting in the capacity of an agent for distribution to other governmental units or other organizations.

The Agency Funds of the City are outlined as follows:

SUNRISE ANATOLIA COMMUNITY FACILITIES DISTRICT - to account for assessment revenue and associated expenditures for billing and collections of the Sunridge Anatolia Community Facilities District No. 2003-1 Special Tax Bonds Series 2003 debt service payments.

SUNRIDGE PARK COMMUNITY FACILITIES DISTRICT - to account for assessment revenues and associated expenditures for billing and collections related to a future bond issuance.

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CITY OF RANCHO CORDOVA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS

June 30, 2004

	Gas Tax Fund	Very Low Income Housing Fund	Measure A Fund	Community Development Block Grant Fund	Traffic Mitigation Fund	Library Impact Fund
ASSETS						
Cash and investments	$ 999,610	$ 66,620			$ 553,478	
Receivables:						
Interest	2,007	176			1,462	$ 13
Due from other agencies		14,634		$ 10,762	169,247	14,841
TOTAL ASSETS	$ 1,001,617	$ 81,430	$ -	$ 10,762	$ 724,187	$ 14,854
LIABILITIES AND FUND BALANCES						
CURRENT LIABILITIES						
Accounts payable and accrued expenditures						
Due to other funds			$ 275	$ 10,762		$ 399
TOTAL LIABILITIES	-	-	275	10,762		399
FUND BALANCE						
Unreserved	$ 1,001,617	$ 81,430	(275)	-	$ 724,187	14,455
TOTAL FUND BALANCES	1,001,617	81,430	(275)	-	724,187	14,455
TOTAL LIABILITIES AND FUND BALANCES	$ 1,001,617	$ 81,430	$ -	$ 10,762	$ 724,187	$ 14,854

Museum Impact Fund	Parking Facility Fund	City Hall Fund	Police Fund	Community Center Fund	Corporate Yard Fund	General Plan Fees Fund	Environmental Mitigation Fund	Transit District Funds	Total Nonmajor Governmental Funds
							$ 467,445		$ 2,087,153
									3,658
						$ 8,127		$ 31,951	249,562
$ -	$ -	$ -	$ -	$ -	$ -	$ 8,127	$ 467,445	$ 31,951	$ 2,340,373
						$ 93			$ 93
$ 5,360	$ 5,360	$ 5,360	$ 5,360	$ 5,360	$ 5,360	71,274			114,870
5,360	5,360	5,360	5,360	5,360	5,360	71,367			114,963
(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(63,240)	467,445	31,951	2,225,410
(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(63,240)	467,445	31,951	2,225,410
$ -	$ -	$ -	$ -	$ -	$ -	$ 8,127	$ 467,445	$ 31,951	$ 2,340,373

CITY OF RANCHO CORDOVA

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS

For the Period Ended June 30, 2004

	Gas Tax Fund	Very Low Income Housing Fund	Measure A Fund	Community Development Block Grant Fund	Traffic Mitigation Fund	Library Impact Fund
REVENUES						
Taxes and assessments		$ 81,069	$ 1,146,719		$ 722,694	$ 19,788
Licenses, fees, and permits						
Fines and forfeitures						
Intergovernmental	$ 1,219,435			$ 10,762		
Use of money and property	6,790	361			1,493	27
TOTAL REVENUES	1,226,225	81,430	1,146,719	10,762	724,187	19,815
EXPENDITURES						
General government						5,360
Public safety						
Public works	224,608		1,146,994	10,762		
TOTAL EXPENDITURES	224,608	-	1,146,994	10,762	-	5,360
NET CHANGE IN FUND BALANCE	1,001,617	81,430	(275)	-	724,187	14,455
Fund balances at beginning of year						
FUND BALANCE AT YEAR END	$ 1,001,617	$ 81,430	$ (275)	$ -	$ 724,187	$ 14,455

Museum Impact Fund	Parking Facility Fund	City Hall Fund	Police Fund	Community Center Fund	Corporate Yard Fund	General Plan Fees Fund	Environmental Mitigation Fund	Transit District Funds	Total Nonmajor Governmental Funds
								$ 31,951	$ 2,002,221
						$ 8,127	$ 467,445		475,572
									-
									1,230,197
									8,671
-	-	-	-	-	-	8,127	467,445	31,951	3,716,661
$ 5,360	$ 5,360	$ 5,360	$ 5,360	$ 5,360	$ 5,360	71,367			108,887
									-
									1,382,364
5,360	5,360	5,360	5,360	5,360	5,360	71,367	-	-	1,491,251
(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(63,240)	467,445	31,951	2,225,410
									-
$ (5,360)	$ (5,360)	$ (5,360)	$ (5,360)	$ (5,360)	$ (5,360)	$ (63,240)	$ 467,445	$ 31,951	$ 2,225,410

CITY OF RANCHO CORDOVA

SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
BUDGET AND ACTUAL - BUDGETARY BASIS

For the Period Ended June 30, 2004

	Gas Tax Fund			Very Low Income Housing Fund		
	Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
REVENUES						
Taxes and assessments				$ 61,658	$ 81,069	$ 19,411
Licenses, fees and permits						
Fines and forfeitures						
Intergovernmental	$ 1,751,100	$ 1,219,435	$ (531,665)			
Use of money and propoerty	3,500	6,790			361	361
TOTAL REVENUES	1,754,600	1,226,225	(531,665)	61,658	81,430	19,411
EXPENDITURES						
General government						
Public works	1,377,572	224,608	1,152,964			
TOTAL EXPENDITURES	1,377,572	224,608	1,152,964			
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	377,028	1,001,617	624,589	61,658	81,430	19,772
Fund balances at begininng of year						
FUND BALANCES AT END OF YEAR	$ 377,028	$ 1,001,617	$ 624,589	$ 61,658	$ 81,430	$ 19,772

Measure A Fund			Totals		
Final Budget	Actual	Variance Positive (Negative)	Final Budget	Actual	Variance Positive (Negative)
$ 1,000,000	$ 1,146,719	$ 146,719	$ 1,061,658	$ 1,227,788	$ 166,130
			1,751,100	1,219,435	(531,665)
			3,500	7,151	3,651
1,000,000	1,146,719	146,719	1,061,658	2,454,374	166,130
1,000,000	1,146,994	(146,994)	2,377,572	1,371,602	1,005,970
1,000,000	1,146,994	(146,994)	2,377,572	1,371,602	1,005,970
	(275)	(275)	(1,315,914)	1,082,772	2,398,686
$ -	$ (275)	$ (275)	$ (1,315,914)	$ 1,082,772	$ 2,398,686

CITY OF RANCHO CORDOVA

COMBINING STATEMENT OF FIDUCIARY NET ASSETS
AGENCY FUNDS

June 30, 2004

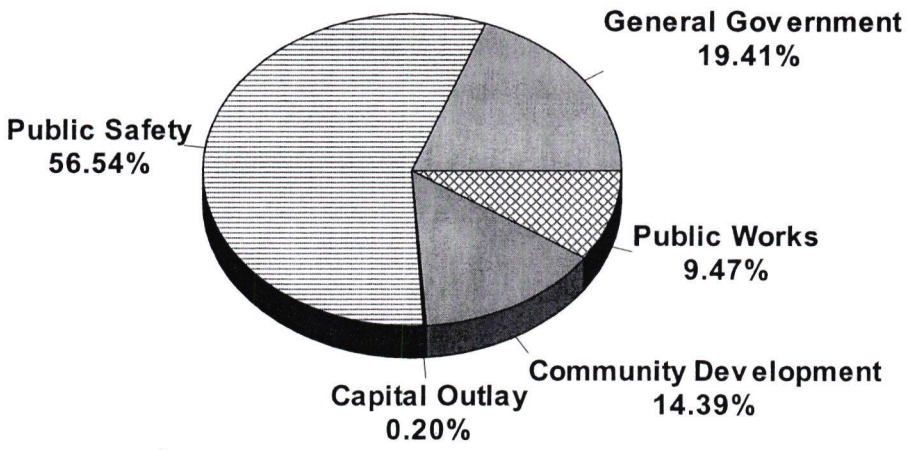
	Sunrise Antolia Fund	Sunridge Park Fund	Total Agency Fund
ASSETS			
Cash and investments	$ 1,925,714		$ 1,925,714
Cash with fiscal agent	20,772,306		20,772,306
Receivables:			
Accounts	5,093		5,093
Interest	5,622		5,622
TOTAL ASSETS	$ 22,708,735		$ 22,708,735
LIABILITIES			
Accounts payable	$ 5,853	$ 1,807	$ 7,660
Due to (from) assessment holders	22,702,882	(39,284)	22,663,598
Due to the City		37,477	37,477
TOTAL LIABILITIES	$ 22,708,735	$ -	$ 22,708,735

CITY OF RANCHO CORDOVA, CA
GENERAL GOVERNMENT EXPENDITURES BY FUNCTION

Last ten fiscal years

Fiscal Year*	General Government	Public Safety	Community Development	Public Works	Capital Outlay	Total
1994-95	$ -	$ -	$ -	$ -	$ -	$ -
1995-96	-	-	-	-	-	-
1996-97	-	-	-	-	-	-
1997-98	-	-	-	-	-	-
1998-99	-	-	-	-	-	-
1999-00	-	-	-	-	-	-
2000-01	-	-	-	-	-	-
2001-02	-	-	-	-	-	-
2002-03	-	-	-	-	-	-
2003-04	3,082,683	8,978,634	2,285,042	1,503,252	31,133	15,880,744
TOTAL	$ 3,082,683	$ 8,978,634	$ 2,285,042	$ 1,503,252	$ 31,133	$ 15,880,744

GENERAL GOVERNMENT EXPENDITURES BY FUNCTION



Includes the General Fund and Special Revenue Funds

* The City of Rancho Cordova incorporated on July 1, 2003

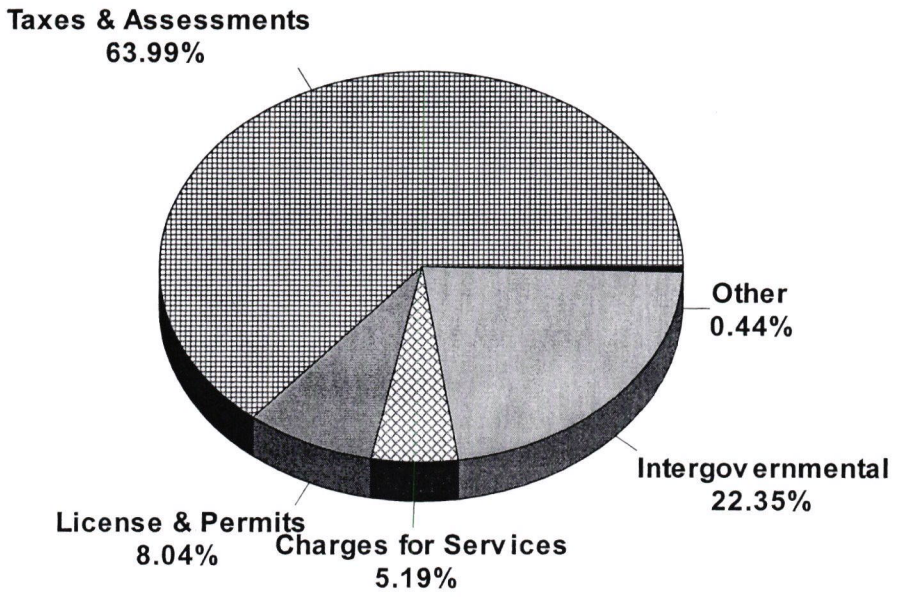
Source: Annual Financial Report and the City's Financial Management System

CITY OF RANCHO CORDOVA, CA
GENERAL GOVERNMENT REVENUES BY SOURCE

Last ten fiscal years

Fiscal Year*	Taxes & Assessments	Licenses, Permits & Fees	Charges for Services	Fines and Forfeitures	Use of Money & Property	Intergov-ernmental	Other Revenues	TOTAL
1994-95	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1995-96	-	-	-	-	-	-	-	-
1996-97	-	-	-	-	-	-	-	-
1997-98	-	-	-	-	-	-	-	-
1998-99	-	-	-	-	-	-	-	-
1999-00	-	-	-	-	-	-	-	-
2000-01	-	-	-	-	-	-	-	-
2001-02	-	-	-	-	-	-	-	-
2002-03	-	-	-	-	-	-	-	-
2003-04	14,626,557	1,838,107	1,185,736	36,041	16,055	5,108,526	47,922	22,858,944
TOTAL	$ 14,626,557	$ 1,838,107	$ 1,185,736	$ 36,041	$ 16,055	$ 5,108,526	$ 47,922	$ 22,858,944

GENERAL GOVERNMENT REVENUES BY SOURCE



Includes the General Fund and Special Revenue Funds

* The City of Rancho Cordova incorporated on July 1, 2003

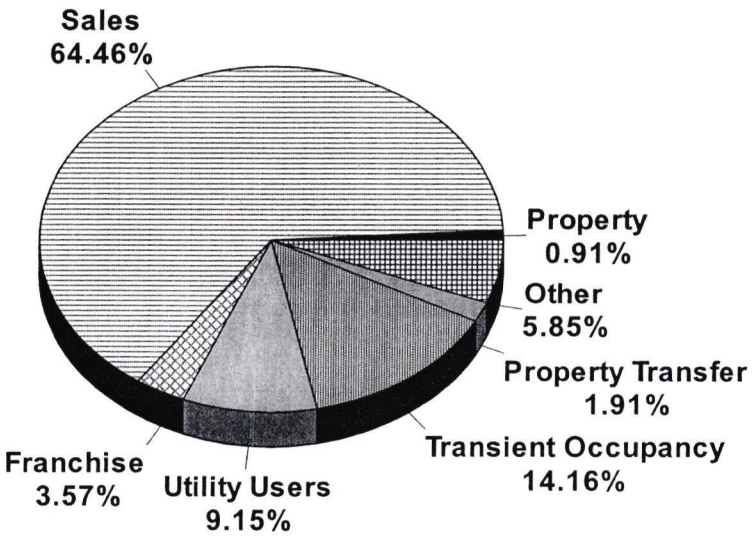
Source: Annual Financial Report and City's Financial Management System

CITY OF RANCHO CORDOVA, CA
GENERAL GOVERNMENT TAX REVENUES BY SOURCE

Last ten fiscal years

Fiscal Year*	Property Tax	Sales Tax	Franchise Tax	Utility Users Tax	Transient Occup. Tax	Property Transfer Tax	Other	Total
1994-95	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1995-96	-	-	-	-	-	-	-	-
1996-97	-	-	-	-	-	-	-	-
1997-98	-	-	-	-	-	-	-	-
1998-99	-	-	-	-	-	-	-	-
1999-00	-	-	-	-	-	-	-	-
2000-01	-	-	-	-	-	-	-	-
2001-02	-	-	-	-	-	-	-	-
2002-03	-	-	-	-	-	-	-	-
2003-04	132,796	9,427,805	522,262	1,338,854	2,070,645	278,694	855,501	14,626,557
TOTAL	$ 132,796	$ 9,427,805	$ 522,262	$ 1,338,854	$ 2,070,645	$ 278,694	$ 855,501	$ 14,626,557

GENERAL GOVERNMENT TAX REVENUES BY SOURCE



Includes the General Fund and Special Revenue Funds

* The City of Rancho Cordova incorporated on July 1, 2003

Source: Annual Financial Report and the City's Financial Management System

CITY OF RANCHO CORDOVA, CA
PROPERTY TAX LEVIES AND COLLECTIONS

Last ten fiscal years

Fiscal Year*	Total Current Tax Levy	Total Current Collections	Percentage of Levy Collected	Delinquent Tax Receivables
1994-95	$ -	$ -	0.00%	$ -
1995-96	-	-	0.00%	-
1996-97	-	-	0.00%	-
1997-98	-	-	0.00%	-
1998-99	-	-	0.00%	-
1999-00	-	-	0.00%	-
2000-01	-	-	0.00%	-
2001-02	-	-	0.00%	-
2002-03	-	-	0.00%	-
2003-04	4,690,024	4,690,024	100.00%	(a)

* The City of Rancho Cordova incorporated on July 1, 2003. As a result of the Revenue Neutrality agreement with Sacramento County, the City's property taxes are mitigated due to that agreement. Please refer to Note M. Figures provided represent estimates provided by Sacramento County.

The City participates in the "Teeter Plan". The teeter plan is an alternative method of apportioning property tax money. Cities participating in the plan receive 95% of the property taxes in advance from the County and the remaining 5% after the County reconciles the cities' balances after June 30th. As part of the plan, the County retains the interest and penalties on delinquent taxes.

Source: Sacramento County Auditor-Controller

CITY OF RANCHO CORDOVA, CA
ASSESSED AND ESTIMATED VALUE OF PROPERTY

Last ten fiscal years

Fiscal Year*	Secured Property	Public Utility	Unsecured Property	Less: Exemptions	Assessed Valuation	Full Market Value
1994-95	$ -	$ -	$ -	$ -	$ -	$ -
1995-96	-	-	-	-	-	-
1996-97	-	-	-	-	-	-
1997-98	-	-	-	-	-	-
1998-99	-	-	-	-	-	-
1999-00	-	-	-	-	-	-
2000-01	-	-	-	-	-	-
2001-02	-	-	-	-	-	-
2002-03	-	-	-	-	-	-
2003-04	3,584,204,261	53,313	349,769,727	58,760,154	3,875,267,147	3,934,027,301

* The City of Rancho Cordova was incorporated on July 1, 2003. Due to Revenue Neutrality agreement with Sacramento County, as described on the previous page and described in Note M.

Numbers represent estimates by the County

Source: Sacramento County-Auditor Controller

CITY OF RANCHO CORDOVA, CA
PROPERTY TAX RATES – DIRECT AND OVERLAPPING GOVERNMENTS

Last ten fiscal years

Fiscal Year*	Basic Prop 13 Statewide Tax Rate**	Voter Approved (or) Pre 1978 Debt Service				
			School Districts		Special Districts	
		City	Sacramento Unified GOB	Los Rios College GOB	Sacramento Regional County Sanitation	Folsom Cordova CFD
1994-95	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
1995-96	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
1996-97	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
1997-98	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
1998-99	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
1999-00	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
2000-01	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
2001-02	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
2002-03	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
2003-04	1.0000%	0.0000%	0.1043%	0.0015%	0.0070%	0.0589%

* The City of Rancho Cordova was incorporated on July 1, 2003

** In 1978 the voters approved Proposition 13 which established a statewide limit on property tax levies to a maximum of one-percent (1%) of the assessed valuation of property. Subsequently, the State Legislature fixed the statewide property tax rate at 1%.

Source: Sacramento County Auditor-Controller

CITY OF RANCHO CORDOVA, CA
PRINCIPAL TAXPAYERS

Taxpayer	Land Use	Valuation	Valuation *
Prospect Green Partners	Office Building	$ 72,278,299	2.02%
Altair Holding Company	Office Building	61,929,830	1.73%
Trizechahn TBI Sacramento I LLC	Office Building	54,215,453	1.51%
Franklin Resources Inc	Office Building	47,931,162	1.34%
Salvatore A. Rubino Declaration of Trust	Office Building	37,386,099	1.04%
Evergreen & Zinfandel	Office Building	36,664,670	1.02%
Wasatch Pool Holdings LLC	Apartments	34,916,838	0.97%
Cordova LLC	Office Building	33,442,539	0.93%
Elliott Whiterock LLC	Industrial	28,424,850	0.79%
JB Management LP	Shopping Center	25,973,468	0.72%
		$ 433,163,208	12.09%

* 2003 – 2004 Local Secured Assessed Valuation was $3,584,204,261

Source: California Municipal Statistics, Inc.

CITY OF RANCHO CORDOVA, CA
COMPUTATION OF LEGAL DEBT MARGIN (LIMIT)

Assessed Value		$ 3,875,267,147
Debt Limitation - 15% of Total Assessed Value		387,526,715
Debt Applicable to Limitation		
General Obligations Bonds Outstanding	-	
Less Amounts Available for Repayment	-	
Total Debt Applicable to Limitation		-
Available Legal Debt Margin		$ 387,526,715

Source: Assessed Value – Sacramento County Auditor-Controller

CITY OF RANCHO CORDOVA, CA
COMPUTATION OF DIRECT AND OVERLAPPING DEBT

2003-04 Assessed Valuation:	$ 3,934,027,301
Redevelopment Incremental Valuation:	395,222,129
Adjusted Assessed Valuation:	$ 3,538,805,172

OVERLAPPING TAX AND ASSESSMENT DEBT:	% Applicable	Debt 6/30/04
Los Rios Community College District	3.780%	$ 3,474,765
Folsom-Cordova Unified School District Facilities Improvement District No. 1	71.003%	18,000,826
Sacramento Unified School District	3.270%	7,292,918
San Juan Unified School District	0.650%	126,912
Sacramento Regional County Sanitation District	4.632%	604,013
Elk Grove Unified School District Facilities Improvement District No. 1	0.284%	321,941
City of Rancho Cordova	**100.000%**	-
TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT		$ 29,821,375

DIRECT AND OVERLAPPING GENERAL FUND OBLIGATION DEBT:		
Sacramento County General Fund Obligations	4.488%	$ 15,911,813
Sacramento County Pension Obligations	4.488%	23,723,158
Sacramento County Office of Education Certificates of Participation	4.488%	618,895
Folsom-Cordova Unified School District Certificates of Participation	29.007%	2,862,991
Sacramento Unified School District Certificates of Participation	3.270%	2,256,285
Sacramento Unified School District Pension Obligations	3.270%	187,698
San Juan Unified School District General Fund Obligations	0.065%	9,948
TOTAL DIRECT AND OVERLAPPING GENERAL FUND OBLIGATION DEBT		$ 45,570,788

COMBINED TOTAL DEBT $ 75,392,163 (1)

(1) Excludes tax and revenue anticipation notes, revenue, mortgage revenue and tax allocation bonds and non-bonded capital lease obligations.

Ratios to 2003-04 Assessed Valuation:	
Direct Debt	**0.00%**
Total Direct and Overlapping Tax and Assessment Debt	0.76%

Ratios to Adjusted Assessed Valuation:	
Combined Total Debt	2.13%

STATE SCHOOL BUILDING AID REPAYABLE AS OF 6/30/04: $0

Source: California Municipal Statistics, Inc.

CITY OF RANCHO CORDOVA, CA
DEMOGRAPHIC STATISTICS

Last ten fiscal years

Fiscal Year*	Population (1)	County (2)	Per Capita Income Sacramento Metro Area (2)	Median Age (2)	Unemployment Rate County (2)
1994-95					
1995-96					
1996-97					
1997-98					
1998-99					
1999-00					
2000-01					
2001-02					
2002-03					
2003-04	54,513	1,230,700	29,631	35.0	5.5%

TOP TEN EMPLOYERS [3]

Company	Number of Employees
Electronic Data Systems	1500
Aerojet - General Corp	1387
Cedar Valley Concrete	926
EdFund	675
Catholic Health Care	534
Motion Control Eng.	360
Wal-Mart	329
Volcano Therapeutics	309
Sunworld Landscape	300
Automotive Importing	191

* The City of Rancho Cordova was incorporated on July 1, 2003

Sources:
(1) State of California Department of Finance
(2) Sacramento Metropolitan Chamber of Commerce
(3) Sacramento County Auditor-Controller

CITY OF RANCHO CORDOVA, CA
PROPERTY VALUES AND CONSTRUCTION VALUES

Last ten fiscal years

Fiscal Year*	Property Value (1) Secured	Public Utility	Unsecured	Exemptions	Total
1994-95	$ -	$ -	$ -	$ -	$ -
1995-96	-	-	-	-	-
1996-97	-	-	-	-	-
1997-98	-	-	-	-	-
1998-99	-	-	-	-	-
1999-00	-	-	-	-	-
2000-01	-	-	-	-	-
2001-02	-	-	-	-	-
2002-03	-	-	-	-	-
2003-04	3,584,204,261	53,313	349,769,727	58,760,154	3,875,267,147

Fiscal Year*	Commercial/Industrial Construction (2) Number of Units	Value	Residential Construction (2) Number of Units	Value
1994-95	-	$ -	-	$ -
1995-96	-	-	-	-
1996-97	-		-	-
1997-98	-	-	-	-
1998-99	-	-	-	-
1999-00	-	-	-	-
2000-01	-	-	-	-
2001-02	-	-	-	-
2002-03	-	-	-	-
2003-04	1,767	108,161,833	524	50,096,849

* The City of Rancho Cordova was incorporated on July 1, 2003

Sources:
(1) Sacramento County Auditor-Controller
(2) City of Rancho Cordova Building and Safety Department

CITY OF RANCHO CORDOVA, CA
MISCELLANEOUS STATISTICS

Date of Incorporation	July 1, 2003
Form of Government	General Law
Number of Employees	
Full-time	12
Part-time	1
Number of contract employees (excludes public safety - shown below)	31
Area in square miles	33
Government Facilities and Services	
Miles of Streets	208
Number of street lights	2,715
Number of signalized intersections	46
Police Protection	
Number of stations	1
Number of police personnel - sworn	72
Number of police personnel - non sworn	16
Facilities and services not included in the reporting entity	
Culture and Recreation:	
Parks	11
Park acreage	282
Swimming pools	3
Tennis courts	21
Community centers	3
Senior centers	1
Ball and soccer fields	10
Fire Protection:	
Number of stations	5
Education:	
Number of districts	2
Number of elementary schools	10
Number of secondary schools	6
Number of community colleges	0
County Library:	
City branches	1

Source: City of Rancho Cordova Finance Department

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CITY OF RANCHO CORDOVA

Special Meeting of the City Council
December 1, 2003

MINUTES

Call To Order

The meeting was called to order at 5:18 p.m.

Roll Call:

Council Members: Cooley, McGarvey, Sander, Budge, Roberts

Staff Present: Gaebler, Hare, Meyers

Oral Communications

1. Public Comment

   None.

Adjournment to Closed Session

The Council adjourned to Closed Session for a discussion of the item listed below:

Closed Session

Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Subdivision (b) of Section 54956.9 (one case)

Present in Closed Session were all Council Members; Gaebler and Meyers.

The Council reconvened into Open Session at 6:20 p.m. There was no reportable action taken.

Adjournment

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Lillian E. Hare, City Clerk

AGENDA ITEM # 4a

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
January 15, 2004

MINUTES

Call To Order

The meeting was called to order at 3:50 p.m.

Roll Call:

Present: Council Members Cooley, McGarvey, Roberts, Budge
Absent: Sanders

Staff Present: Gaebler, Hare, Meyers

Oral Communications

1. Public Comment

None.

Open Session Item:

2. Subject: Designation of Labor Negotiator pursuant to California Government Code 54957.6

ACTION: On a motion by Roberts, seconded by Cooley the City Manager was designated as the Labor Negotiator for the City. The vote was 4-0 in favor, Council Member Sander absent for the vote.

Adjournment To Closed Session

The Council adjourned to Closed Session for discussion of the following items:

3. Public Employee Appointment (pursuant to Government Code Section 54957)
Title: Police Chief

4. Conference with Labor Negotiators (pursuant to Government Code Section 54957.6)

Present in Closed Session were all Council Members including Council Member Sander who joined the meeting at 5:10 p.m., and Gaebler, Hare, Meyers and consultant Joe Brann.

The Council reconvened into Open Session at 6:14 p.m. There was no reportable action taken.

AGENDA ITEM # 4b

Adjournment

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
February 2, 2004

MINUTES

Call To Order

The meeting was called to order at 5:00 p.m. by Mayor Budge.

Roll Call

Council Members: Cooley, McGarvey, Sander, Roberts, Budge
Staff present: Gaebler, Meyers and Lindgren

Oral Communications

1. Public Comment

   None.

Adjournment to Closed Session

The Council adjourned to Closed Session for a discussion of the items listed below:

Closed Session:

1. Conference with Legal Counsel – Anticipated Litigation

   Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (One case)

2. Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9) Vineyards vs. City of Rancho Cordova

Present in Closed Session were all Council Members; Gaebler, Meyers, and Lindgren. The Council adjourned from Closed Session at 5:24 p.m. There was no reportable action taken.

Adjournment

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

AGENDA ITEM # 4C

CITY OF RANCHO CORDOVA

Regular Meeting of the City Council
Monday, February 2, 2004

MINUTES

REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 6:40 p.m. by Mayor Budge.

The flag salute was led by Council Member Sander.

The invocation was presented by Reverend Steve Krogh, Grace Lutheran Church.

Roll call: Council Members Cooley, McGarvey, Sander, Roberts and Mayor Budge.

Staff Members Present: Albaugh, Campbell, Dehaan, Franklin, Gaebler, Hare, Haven, Junker, Steve Meyers, Adam Lindgren, George Anderson, Janette Lusk

APPROVAL OF AGENDA

No changes to the agenda were made.

CONSENT CALENDAR

1. **SUBJECT:** Second Reading and Adoption of Ordinance No. 3-2004 – An Ordinance Establishing Reduced Speed Limits on Peter A. McCuen Boulevard, Bullard Street, Femoyer Street, Bleckley Street and Schirra Avenue.

   RECOMMENDATION: Read by title only and waive reading of the body of the ordinance. And to adopt Ordinance No. 3-2004

   ACTION: Sander/McGarvey by unanimous vote approved second reading and adoption of Ordinance 3-2004.

ORAL COMMUNICATIONS

2. Riply Howe addressed the council regarding the importance of keeping the City's website up to date.

PRESENTATIONS

3. American River Parkway Update

   Paul Junker provided an update.

AGENDA ITEM # 4d

Jacques Graber said that shutting down the Parkway would be a great loss to the community.

Bob Morgan commented to the Council that the Parkway was a jewel and should be maintained.

Timothy Foley, Jr., spoke regarding the need for a funding mechanism to maintain the parkway.

Maxine Clark addressed the council, saying that the great cities of the world have great parks.

Ripley Howe voiced his concern that the Parkway already has a homeless problem.

Ray Fox stated that if the Parkway is not maintained it would become a more expensive problem in the future.

ACTION: Sander/Cooley by unanimous vote to direct Council Member Sander to work with staff to set up a "round table" discussion with the cities within the County that border the Parkway, the County, CORE, SAFCA, the Lower River Task Force and any interested non-profit group.

AT THIS POINT in the meeting, the Agenda was re-ordered to consider Item 9 next.

ACTION ITEM

9. **SUBJECT:** Selection and Approval of Agreement with Fehr and Peers Associates, Inc. for the Development of a Neighborhood Traffic Management Program and Preparation of a Pilot Traffic Management Plan.

RECOMMENDATION:

1. Move to approve the selection of Fehr and Peers Associates for the development of a Neighborhood Traffic Management Program and authorize the award of this contract to Fehr and Peers Associates with a price ceiling of $60,000.

2. Move to approve the selection of Fehr and Peers Associates for the preparation of a Pilot Neighborhood Traffic Management Plan for the area bound by Coloma Road, Folsom Boulevard, and Sunrise Boulevard and authorize the award of this contract to Fehr and Peers Associates with a price ceiling of $40,000.

Mickey Boughton asked the Council to try and create a unified City, not one divided into old and new sections.

Bob Morgan said the City should use speed bumps where necessary to slow traffic.

Troy Konarski spoke regarding the need to make sure that traffic on Sunrise Blvd. is addressed as the huge traffic problem that it is.

Tim Foley expressed concern with traffic in the City, especially the speeds on Zinfandel and Trinity.

ACTION: Roberts/McGarvey by unanimous vote approved the selection of Fehr and Peers Associates for the development of a Neighborhood Traffic Management Program and authorized the award of this contract to Fehr and Peers Associates with a price ceiling of $60,000; and approved the selection of Fehr and Peers Associates for the preparation of a Pilot Neighborhood Traffic Management Plan for the area bound by Coloma Road, Folsom Boulevard, and Sunrise Boulevard and authorized the award of this contract to Fehr and Peers Associates with a price ceiling of $40,000.

PRESENTATIONS (Continued)

4. **SUBJECT:** Mather Master Plan
RECOMMENDATION: Approve Resolution No. 23-2004 encouraging the Sacramento County Board of Supervisors to initiate the environmental review process for the Draft Final Mather Master Plan.

Rob Leonard of the Sacramento County Department of Airports made a presentation to Council.

ACTION: Roberts/Sander by unanimous vote adopted Resolution 23-2004 with an amendment to the resolution to say that the City has been an active participant in the Overflight Noise Group Comprehensive Noise Abatement Plan.

5. **SUBJECT:** Overview of February 9, 2004 City Meeting – "City of Rancho Cordova, what do you want to be when you grow up?"

ACTION: By consensus, the Council requested that the meeting of February 9, 2004 be taped. Mayor Budge said that participants should be asked if they think the City's Zoning Code is adequate for the kind of City our residents want to see develop.

6. **SUBJECT:** Mid-year Budget Presentation

A presentation was given. Action will be taken at the next regular City Council meeting of February 17, 2004 on a resolution to approve Mid-year Budget Adjustments.

PUBLIC HEARINGS

7. **SUBJECT:** Public Hearing on the Department of Human Services Building Renovation Development Plan Review, 10013 Folsom Blvd. (Project No. RC-03-060)
RECOMMENDATION: Approve Resolution No. 21-2004 for the remodel of the Human Assistance building as supported by the findings, with the alternative design, and subject to the Conditions of Approval.

Mayor Budge opened the public hearing.

Michael Matchem, who lives on the north side of the project, discussed various concerns with the Council such as the electrical box, the removal of dead trees, security and that people should pay for entry into Goethe.

Ripley Howe stated that he wanted to see a "remodel" of the proposed design.

Mayor Budge closed the public hearing.

ACTION: Cooley/Sander by unanimous vote approved Resolution No. 21-2004 for the remodel of the Human Assistance building.

8. **SUBJECT:** Ellenwood Court Unit B – Tentative Subdivision Map, South Side of Ellenwood Avenue East of Routier Road (Project No. RC-03-022)
RECOMMENDATION:

1. Move to determine that the environmental analysis is adequate and adopt the Negative Declaration.

2. By simple motion, to adopt Resolution No. 22-2004 approving the Tentative Subdivison Map for project No. RC-03-022, Ellenwood Court No. 2, subject to the findings and conditions of approval.

Mayor Budge opened the public hearing.

Mickey Boughton addressed the Council regarding her concern for traffic impacts in the Zinfandel area.

Timothy R. Foley, Jr. expressed his support to the Council for this item.

Mayor Budge closed the public hearing.

ACTION: Cooley/McGarvey by unanimous vote determined that the environmental analysis is adequate, adopted the Negative Declaration and adopted Resolution No. 22-2004 approving the Tentative Subdivison Map for project No. RC-03-022, Ellenwood Court No. 2, subject to the findings and amended conditions of approval.

ACTION ITEMS:

10. **SUBJECT:** SACOG's Community Development Grant Program
RECOMMENDATION: Provide direction as deemed appropriate.

ACTION: The consensus by the Council was to direct staff to work with Council Members McGarvey and Roberts to work out the details for submitting the City's General Plan Update, the City Center Project and the Mervyns/Target project for the SACOG Community Development Grant Program, the portion of the City Center to be funded including the public improvements along the street frontage only.

COUNCIL REPORTS

None.

WRITTEN CORRESPONDENCE

None.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Council Member Sander requested a future agenda item regarding regulation of fireworks booths.

CITY MANAGER'S REPORT

None.

ADJOURNMENT:

The meeting was adjourned at 11:35 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Regular Meeting of the City Council
Tuesday, February 17, 2004

MINUTES

REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 6:37 p.m. by Mayor Budge.

ROLL CALL

Council Members Cooley, McGarvey, Sander, Roberts and Mayor Budge.

Staff Present: Albaugh, Franklin, Gaebler, Hare, Haven, Junker, Silver, Anderson, Hardcastle

FLAG SALUTE

The flag salute was led by Council Member Sander.

INVOCATION

The invocation was given by Reverend David McFarland, New Life Center.

APPROVAL OF AGENDA

No changes to the agenda were made.

CONSENT CALENDAR

ACTION: On a motion by Cooley, second by Sander, the Consent Calendar was approved by unanimous vote.

1. **SUBJECT:** Endorsement of Professional Engineering and Landscape Architectural Consultants Lists
   RECOMMENDATION: Move to accept lists of professional engineering and landscape architectural consultants to be used by the Department of Public Works.

2. **SUBJECT:** Mid-year Budget Resolution
   RECOMMENDATION: By simple motion, to adopt Resolution No. 19-2004 amending the Operating and Capital Improvement Budget for FY 2003/2004.

ORAL COMMUNICATION

3. Public Comment

Tom Wentz presented Mayor Budge with a plaque with the commemorative Grapevine article that appeared when she became Mayor.

AGENDA ITEM # 4e

PRESENTATIONS

4. Proclamation Designating National Patriotism Week – February 16-21, 2004 was presented to James Jiter, Rancho Cordova Elks Lodge 2484 by Mayor Budge.

5. Regional Transit Presentation
   A. Signal boxes on Folsom Blvd.

   John Segerdell said the goals are to: 1) identify the primary contact for Rancho Cordova and together develop an action plan to be complete by June 3, 2004 for each site location.

   Mayor Budge said that the signal boxes don't leave room for the City to put in sidewalks. Council Member Sander, as representative of the RT board, was requested by the Mayor to continue follow-up on this issue.

   Dennis Dunn, of Rancho Cordova, suggested that the signal boxes at the train stations should fit with the design of the train stations.

   B. Proposed Bus Route Changes

   Mike Wiley provided a summary of the proposed changes.

   The Council indicated that a decrease in service for Coloma is of concern to them, as many students ride to/from school. Mr. Wiley said ridership associated with the area schools would be reviewed.

   Mike Burnbaum said he supports the new alignment changes but said Route 91, 21, and 28 should have a 30-minute frequency.

PUBLIC HEARINGS

6. **SUBJECT:** Anatolia II, Village 8 – Special Development Permit to allow for a reduction in setbacks in Anatolia I, Village 8 (RC-03-032), East of Sunrise Blvd., south of Douglas Road in Anatolia I Subdivision, within the SunRidge Specific Plan
   RECOMMENDATION:
   1. Find that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.
   2. By simple motion, to adopt Resolution No. 24-2004.

   Mayor Budge opened the public hearing.

   The applicant, Tim O'Donnell, agreed with the need to address design issues globally but said he is not just trying to "jam" big houses on small lots. He suggested the City Council visit projects in Westlake and North Natomas such as Waterford Place and Ashford Place.

   Mayor Budge closed the public hearing.

ACTION: On a motion by Cooley, seconded by McGarvey, by unanimous vote adopted Resolution 24-2004 with amended conditions, and the finding made that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.

7. **SUBJECT:** Ordinance Amending Building Permit Fee Schedule
RECOMMENDATION: By title only, to introduce Ordinance No. 5-2004 for first reading and to waive reading of the body of the ordinance.

Mayor Budge opened the public hearing. As there were no speakers, Mayor Budge closed the public hearing.

ACTION: On a motion by Cooley, seconded by McGarvey, by unanimous vote approved Ordinance 5-2004 for first reading and to waive reading of the body of the ordinance.

ACTION ITEMS:

8. **SUBJECT:** RFP for Solid Waste Collection Services in the City of Rancho Cordova
RECOMMENDATION: Move to approve the Request for Proposal for Solid Waste Collection Services in the City of Rancho Cordova and to release the RFP as drafted.

Dennis Dunn voiced concern regarding residents piling leaves in the gutter in front of their homes and not bagging them up. He also suggested that 10% of the fleet be clean air vehicles within the first two (2) years of the contract.

ACTION: On a motion by Sander, seconded by Roberts, by unanimous vote approved the RFP for Solid Waste Collection Services and the release schedule as follows: Release 3/18/04; proposals due 4/26/04; contract awarded July, 2004.

9. **SUBJECT:** Election Concerning Establishment of Tax for Police Services
RECOMMENDATION: Move to announce the results of the election concerning the Establishment of a Special Tax for Police Services for Special Tax Area 2 (Mather East Subdivision).

ACTION: On a motion by Cooley, seconded by Roberts by unanimous vote approved announcement of the unanimous approval of the property owners for Special Tax Area 2 (Mather East Subdivision).

COUNCIL REPORTS

Council Member Roberts reported that the "Jail and Bail Event" for Muscular Dystrophy was a success.

Council Member Sander reported on his visit to the National League of Cities office in Washington, D.C.

Council Member McGarvey reported on the Interconnection Agreement with Cable America.

Council Member Cooley reported that he thought Representative Doug Ose would support the application for grant funding for White Rock Park. He also reported on the progress of placing Measure A on the November ballot.

Mayor Budge reported on the SACOG affordable housing policy.

WRITTEN CORRESPONDENCE

None.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Council requested that a letter of support be sent regarding the retention of all military bases in California, acknowledging that Travis and Beale are closest to Rancho Cordova and that 125,000 retired military live within 30 miles of the State Capitol. A resolution of support for retaining the military bases in California will be placed on the March 1, 2004 City Council agenda.

Council said there is a need to advertise for an Alternate on the Air Quality Collaborative.

CITY MANAGER'S REPORT

None.

ADJOURNMENT:

The meeting was adjourned at 10:12 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
February 25, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 6:10 p.m.

ROLL CALL

Present: Councilmembers: Cooley, McGarvey, Roberts, Sander, Budge
Staff Present: Gaebler, Hare, Abhar, Lindgren

ORAL COMMUNICATIONS

1. Public Comment

None.

ADJOURNMENT TO CLOSED SESSION

The Council adjourned to Closed Session for a discussion of the following Closed Sessions Items:

2. Public Employee Appointment (pursuant to Government Code Section 54957)
   Title: Police Chief

3. Conference with Labor Negotiators (pursuant to Government Code Section 54957.6)

Present in Closed Session were all Council Members; Gaebler, Hare and Lindgren. The Council adjourned from Closed Session at 8:15 p.m. Mayor Budge announced that direction was provided to staff regarding negotiating for Police Services with Sacramento County.

STUDY SESSION ITEM:

4. **Subject:** Streetscape Master Plan for Folsom/Mather Field Road

   Cyrus Abhar introduced the Folsom Blvd. Team consisting of the Sacramento County Department of Transportation, Cunningham Engineering, LPA Sacramento, Inc., Lucy & Company, Bay Area Economics and Rancho Cordova City Staff.

   A presentation was given by the team on the Folsom Boulevard/Mather Field Road Streetscape Master Plan and the community's priorities related to crime and traffic (e.g., bike

patrols in parks/Folsom Blvd., domestic violence, drugs, gangs, graffiti, homeless/transient crimes, jay walking, late night parties, loitering, loud scooters late at night, parking enforcement, park patrols, safety at Light Rail Stations, sales of alcohol and tobacco to minors, speeding, traffic enforcement, vandalism of cars and houses) and related to nuisance (e.g., abandoned buildings, abandoned vehicles, mismanaged apartments, strong code enforcement, substandard buildings and rundown property, yard car enforcement) were discussed.

ADJOURNMENT

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

_____

Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Regular Meeting of the City Council
Monday, March 1, 2004

MINUTES

REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 6:38 p.m. by Mayor Budge.

The Metro Cable TV Telecast announcement was made by Mayor Budge.

ROLL CALL

Present: Council Members Cooley, McGarvey, Roberts, Sander and Mayor Budge

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member McGarvey.

INVOCATION

Steve Curran, Associate Pastor, Mayhew Community Baptist Church, gave the invocation.

CONSENT CALENDAR

ACTION: On a motion by Cooley, seconded by Roberts, the Consent Calendar consisting of Items 1-4, was approved by unanimous vote.

1. **Subject:** Second Reading of Building Permit Fee Ordinance
   Recommendation: Move to adopt Ordinance 5-2004.

2. **Subject:** Resolutions Opposing Closure of Military Bases in California
   Recommendation: Move to adopt Resolution 27-2004 opposing closure of Beale Air Force; to adopt Resolution 30-2004, opposing closure of Travis Air Force Base and to adopt Resolution 31-2004 opposing closure of military bases in California.

3. **Subject:** Approval of the Subdivision Map for Anatolia II, Village 16 (122 Lots)
   Recommendation: Move to adopt Resolution 28-2004.

4. **Subject:** Treasurer's Report for Month Ending January 31, 2004
   Recommendation: Move to receive and file the report.

ORAL COMMUNICATIONS

5. Public Comment

Ray Savorn, of the City's Planning Commission, addressed the Council regarding changing the name of Folsom Blvd. to a name with City identification. He stated that the Planning Commission is reviewing projects that have already been entitled and expressed concern about when the chance would come to approve projects consistent with the "vision" being developed as a result of the Urban Design meetings.

Mayor Budge said this issue should be referred to staff to provide information regarding the status of projects already entitled. She also said that a joint meeting of the City Council and Planning Commission was being considered for a future date.

PRESENTATIONS

6. Proclamation in Support of "Read Across America" Day – Dr. Seuss's 100th Birthday and introduction by the library administration of the Rancho Cordova Library Branch Manager, Ms. Camillus Kerwin.

   Mayor Budge presented the proclamation to Ann Marie Gold, Sacramento County Library Director, who introduced the new Librarian for the Rancho Cordova Library, Camillus Kerwin.

7. General Plan Cost Recovery Fee

   Paul Junker gave the presentation.

   CONSENSUS: Council determined that they supported the permit valuation methodology but with some exemption for residential remodeling that did not add square footage; authorized staff to schedule for Planning Commission Hearing (March 25) after which it will be scheduled for City Council.

PUBLIC HEARINGS

8. **Subject:** Ordinance Approving Development Agreement – Sunridge Park - Southside of Douglas Road, between Americanos Road and Jaeger Roads (RC-03-001)
   Recommendation: Move to introduce Ordinance 6-2004 for first reading and waive reading of the body of the ordinance and approve the Development Agreement.

   Mayor Budge opened the public hearing. As there were no speakers, the public hearing was closed.

   ACTION: On a motion by Roberts, seconded by Sander unanimously approved introduction of Ordinance 6-2004, waived reading of the body of the ordinance, and approved the Development Agreement.

9. **Subject:** Anatolia II , Village 9 – Development Plan Review for Model Homes – East of Sunrise Blvd., south of Chrysanthy Blvd. (RC-03-056)
Recommendation:
1. Find that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.
2. Move to adopt Resolution 24-2004.

Mayor Budge opened the public hearing.

ACTION: On a motion by Roberts, seconded by Cooley, unanimously approved continuing the item for two weeks, with the public hearing left open, to allow the Council an opportunity to check the product built elsewhere in the Sacramento area; Council requested that builders provide pictures of the housing product and locations where the product has been built and can be viewed.

10. **Subject:** Anatolia II, Village 12 – Development Plan Review for Model Homes – East of Sunrise Blvd., south of Chrysanthy Blvd., west of Jaeger Road (RC-03-057)
Recommendation:
1. Find that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.
2. Move to adopt Resolution 25-2004.

Mayor Budge opened the public hearing.

Mathew Cummings, said that he liked "side-on" garages as they add variety to the housing type mix.

Mayor Budge closed the public hearing.

ACTION: On a motion by Roberts, seconded by McGarvey, unanimously adopted Resolution 25-2004 and approved the finding that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.

11. **Subject:** Mather Commerce Office Center Development Plan Review (RC-03-059)
Recommendation: Move to adopt Resolution 26-2004.

ACTION: On a motion by Sander, seconded by Roberts, unanimously adopted Resolution 26-2004.

ACTION ITEMS

12. **Subject:** Resolution of Intent to Contract with PERS – Public Retirement System
Recommendation: Move to adopt Resolution 29-2004.

ACTION: On a motion by Cooley, seconded by Sander, unanimously approved Resolution 29-2004.

COUNCIL REPORTS

None.

WRITTEN CORRESPONDENCE

None.

CITY MANAGER'S REPORT

None.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Mayor Budge requested an Outstanding Teacher Program recipient proclamation for the next meeting.

Council Member Sander requested a discussion of fireworks regulations and shopping cart collection.

Mayor Budge asked that Haven and Abhar attend the Eldorado, Rancho Cordova, Elk Grove connector meeting.

Council Member Roberts requested discussion of a dog bite ordinance.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Regular Meeting of the City Council
Monday, March 15, 2004

MINUTES

REGULAR MEETING CALLED TO ORDER

The meeting was called to order 6:30 p.m. by Mayor Budge.

The Metro Cable TV telecast announcement was made by Mayor Budge.

ROLL CALL:

Present: Council Members McGarvey, Roberts, Sander, and Mayor Budge
Absent: Council Member Cooley

Staff Present: Gaebler, Abhar, Albaugh, Campbell, Dehann, Franklin, Hare, Haven, Junker, Meyers Lindgren, Anderson

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Bob McGarvey.

INVOCATION:

1. Reverend Elizabeth Brick, St. Andrew's United Methodist Church, gave the invocation.

PRESENTATIONS

2. Garbeau's Dinner Theatre Presentation to Spotlight Upcoming Musical (Andrea Eve Thorpe)

   Andrea Eve Thorpe sang a number from the Jesus Christ Superstar production.

CONSENT CALENDAR

ACTION: On a motion by Roberts, seconded by McGarvey and carried 4-0 (Cooley absent), Council approved the Consent Calendar, with the exception of Item 3, which was pulled for individual consideration.

4. **Subject:** Approval of the Subdivision Map for Anatolia I, Village 6 (103 Lots) – Subdivision No. 01-0386.6
   Recommendation: Move to adopt Resolution 33-2004.

AGENDA ITEM # 4h

5. **Subject:** Approval of the Subdivision Map for Anatolia II, Village 11 (56 Lots) – Subdivision No. 01-0385.4
   Recommendation: Move to adopt Resolution 34-2004.

6. **Subject:** Approval of the Subdivision Map for Sunridge Park (15 Lots) – RC-03-001
   Recommendation: Move to approve Resolution 35-2004.

7. **Subject:** Approval of the Subdivision Map for Anatolia II, Village 14 (92 Lots) – Subdivision No. 01-0386.8
   Recommendation: Move to approve Resolution 36-2004.

8. **Subject:** Sacramento Regional County Sanitation District Governance Change
   Recommendation: Move to adopt Resolution 38-2004.

9. **Subject:** Ordinance Approving Development Agreement – Sunridge Park – Southside of Douglas Road, between Americanos Road and Jaeger Roads (RC-03-001)
   Recommendation: Move to adopt Ordinance No. 6-2004, an Ordinance Approving Development Agreement – Sunridge Park and waive reading of the body of the ordinance.
   (Roll Call Vote)

The following was pulled from the Consent Calendar for individual consideration:

3. **Subject:** California Beverage Container Recycling and Litter Reduction Act
   Recommendation: Move to adopt Resolution 32-2004.

ACTION: On a motion by Sander, seconded by McGarvey and carried 4-0 (Cooley absent), Council approved Resolution 32-2004 as amended to read that the City Manager or his designee is the authorized authority for purposes of the grant.

ORAL COMMUNICATIONS

10. **Public Comment**

Georgia Hott of Rancho Cordova requested that the Council consider helping the Sacramento Ballet to find a new home in Rancho Cordova in one of the City's suitable empty buildings.

Timothy Foley of Rancho Cordova addressed the Council about his difficulty in getting animal control to respond to him. He also said that he was concerned about funds for the American River Parkway. He said that we are paying the County for services that the City is not receiving.

Walt Myers of Rancho Cordova spoke regarding rapid transit and light rail. He said it is hard to get information from the Rapid Transit District and expressed his concerns regarding the parking lots for the Zinfandel and Olsen Light Rail Stations.

Rex Albright of the Chamber of Commerce asked for support by the Council in attending the Board of Supervisors meeting on April 13th at 10:00 a.m., when the Mather Air Show will be on the agenda. He said that May 24th would be the B-17 fly-in at Mather.

R. Pritchard of Rancho Cordova addressed the Council regarding leaf pick-up and requested that leaves not be piled in the street.

Delaine Doyle, a teacher at Cordova High School, requested information on a program that paid $5.00 for each filled-out voter registration form. The City Clerk was requested to call him.

PUBLIC HEARINGS

11. **Subject:** Anatolia II, Village 9 – Development Plan Review for Model Homes – East of Sunrise Blvd., south of Chrysanthy Blvd. (RC-03-056) – **(continued from the March 1, 2004 meeting with the public hearing open)**.
Recommendation:
    1. Find that the Mitigated Negative Declaration prepared for the Anatolia Subdivisions I, II, and III, adopted by the Sacramento County Board of Supervisors, adequately addresses the environmental impacts for the project.
    2. Move to adopt Resolution 24-2004.

    Mayor Budge closed the public hearing.

ACTION: On a motion by Sander, seconded by McGarvey and carried by unanimous 4-0 (Cooley absent), Council approved staff recommendation above with a change to the Conditions of Approval to add a condition recommended by the Planning Commission regarding "side-on" garages.

12. **Subject:** Establishment of a General Plan Cost Recovery Fee
Recommendation:
    1. Conduct a public hearing on the General Plan Cost Recovery Fee.
    2. Provide final direction on fee structure and fee exemptions.
    3. Direct staff to prepare a resolution to adopt the General Plan Cost Recovery.

    Mayor Budge opened the public hearing.

    Tim Foley said that no one should be exempted from the permit process. Staff explained that this fee did not mean anyone would be exempted from the permit process.

    Rex Albright of the Chamber of Commerce asked that the Council adopt a permit valuation fee and that interior remodels of existing commercial buildings would be exempted from the fee if no square footage were added.

    Mayor Budge closed the public hearing.

ACTION: On a motion by Sander, seconded by Roberts and carried 4-0 (Cooley absent), Council approved recommendation on a General Plan Cost Recovery Fee using a building permit valuation; a resolution to come back for adoption at the April 5 City Council Meeting.

ACTION ITEMS

13. **Subject:** Ordinance Amending Chapter 4.22, "Cardrooms," of the Rancho Cordova Municipal Code.
Recommendation: Move to introduce Ordinance 7-2004 for first reading and waive reading of the body of the ordinance. **(Roll Call Vote)**

ACTION: On a motion by Roberts, seconded by McGarvey and carried 4-0 (Cooley absent), Council approved first reading of Ordinance 7-2004 and waived reading of the body of the ordinance.

14. **Subject:** Ordinance Amending Sections 4.02.095, 16.18.204, and 16.22.205 Relating to Hearing Authorities and Adding Section 1.01.200, "Assignment of Hearing Responsibilities" to the Rancho Cordova Municipal Code
Recommendation: Move to introduce Ordinance 8-2004 for first reading and waive reading of the body of the ordinance. **(Roll Call Vote)**

ACTION: On a motion by Sander, seconded by McGarvey and carried 4-0 (Cooley absent), Council approved first reading of Ordinance 8-2004 and waived reading of the body of the ordinance.

15. **Subject:** Draft Surface Mining and Reclamation Ordinance to replace the existing Chapter 20.04 of the Rancho Cordova Municipal Code
Recommendation: Direct staff to forward the draft Surface Mining & Reclamation Ordinance (Chapter 20.04) to State Mines and Geology (SMGB) for review and comment, prior to formal adoption.

ACTION: On a motion by McGarvey, seconded by Roberts and carried 4-0 (Cooley absent), Council directed staff to forward the draft Surface Mining & Reclamation Ordinance (Chapter 20.04) to State Mines and Geology (SMGB) for review and comment, prior to formal adoption.

16. **Subject:** Street Name Sign Design
Recommendation: Approve the design and color scheme for street name signs.

CONSENSUS: Approved red logo and city name ("R" to be made bolder), white street name and blue background.

17. **Subject:** Ordinance Authorizing a Contract between the City of Rancho Cordova and the Board of Administration of the California Public Employees' Retirement System
Recommendation: Move to introduce Ordinance 10-2004 for first reading and waive reading of the body of the ordinance. **(Roll Call Vote)**

ACTION: On a motion by Sander, seconded by McGarvey and carried 4-0 (Cooley absent), Council approved first reading of Ordinance 10-2004 and waived reading of the body of the ordinance.

18. **Subject:** SACOG Community Design Grant Applications.
Recommendation: Provide direction to staff on appropriate funding request items for the Cordova City Center Center project SACOG Community Design Grant Application.

ACTION: On a motion by Roberts, seconded by Sander and carried 4-0 (Cooley absent), Council directed staff to proceed with the following SACOG Community Design Grant applications: planning grant for Mervyn's/Target shopping center, $150,000 plus an additional $100,000 for economic market feasibility and research tied to light rail transportation; planning grant for General Plan smart growth programs, $150,000; capital improvements grant for City Center project, $2,200,000.

19. **Subject:** Selection of Firm to Represent the City in Federal Matters
Recommendation: Direct staff as deemed appropriate regarding selecting a firm to represent the city in federal matters.

ACTION: On a motion by Roberts, seconded by McGarvey and carried 4-0 (Cooley absent), Council directed staff to retain Simon and Company as the City's federal advocate.

COUNCIL REPORTS

Council Member Roberts reported that he learned a great deal about city planning at the National League of Cities Conference and said the City has an important resource in the Light Rail System within the City.

Council Member Sander reported that the Rapid Transit District has a grant for local transit services of $50,000. He also reported that he and Mayor Budge attended the opening of the softball batting cages.

Council Member McGarvey reported on the elimination of the "Birth and Beyond" program at the RCNC.

Mayor Budge reported on a Brown Act and Open Meeting Law seminar.

WRITTEN CORRESPONDENCE

None.

CITY MANAGER'S REPORT

None.

ADJOURNMENT

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

_____

Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
Wednesday, March 24, 2004

MINUTES

SPECIAL MEETING CALLED TO ORDER

The meeting was called to order at 6:00 p.m. by Mayor Budge.

ROLL CALL

Present: Council Members Roberts, Sander, McGarvey, Cooley and Mayor Budge

Staff Present: Gaebler, Hare, Abhar, Albaugh, Dehaan, Haven, Junker, Meyers, Anderson

ORAL COMMUNICATIONS

1. **Public Comment**

   Gerald Shupe addressed the Council regarding alternatives to the Transportation Plan. He encouraged cycling and using light rail. He suggests charging for parking spaces at schools. He also suggested that the Council say new to new subdivisions until they get the amenities wanted from developers.

   Mayor Budge requested that he review the parts of the updated Cordova Community Plan that are related to transportation and add his comments to that document.

   Council Member Sander requested a matrix of development projects with the anticipated timing.

ACTION/STUDY SESSION DISCUSSION ITEMS

2. **Subject:** Approval of 2004/2005 Measure A Transportation Expenditure Request Discussion of Capital Improvement Plan
   Recommendation: Approve the FY 2004/2005 expenditure plan for Measure A funds requesting allocation of future revenues to city roadway projects, programs and maintenance, and direct staff to submit the request to the STA. **(Action)**

   ACTION: On a motion by Cooley, seconded by McGarvey by unanimous vote, the Council approved the FY 2004/2005 expenditure plan for Measure A funds.

   Public Works Director Cyrus Abhar gave the staff report. He asked Council to review the Five Year Transportation Improvement Plan and provide direction to staff as deemed appropriate. Formal adoption is proposed at an upcoming City Council Meeting.

   During review of deferred maintenance items, the following was discussed:

AGENDA ITEM # 4i

- Community benefit assessment would create opportunities for new sidewalks that would include ADA access that the community can get behind so that people will start looking at Rancho Cordova for how it might be improved.
- That Sun River was not on the list of maintenance priorities was a surprise.
- Revisit pavement management priorities with a future study; identify funds.
- Bradshaw and Folsom should be on the list.

3. **Subject:** Discussion of Space Planning Needs Assessment

The Council discussed the space planning needs assessment of the Community Facilities Fee Program Nexus Study. The Council indicated that in additional to the facilities named -- a city hall, environmental services, library, corporation yard, police, community center – they would like to add a city cemetery, a museum and parking structure. Additionally, they said the City should partner with the Parks District relative to the corporation yard and with the Library District for the library.

ACTION: Motion by Roberts, seconded by Cooley, and carried by unanimous vote, the Council approved going forward with the additions to the study of a cemetery, museum and parking structure.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

_____
Lillian Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
April 1, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 8:30 a.m.

ROLL CALL

Present: Councilmembers: Cooley, McGarvey, Roberts, Sander, and Mayor Budge
Planning Commissioners: Smith, Skoglund, Vance, Savorn, Konarski

Staff: Gaebler, Hare, Moger, Haven, Albaugh, Thomas, Trimberger, Abhar, Dehaan, Junker, Anderson, Meyers, Lindgren, Carter, Carney

ORAL COMMUNICATIONS

1. Public Comment

   None.

STRATEGIC PLANNING RETREAT SESSION

2. Strategic Planning Discussion

   Facilitator Marilyn Snider conducted a strategic planning session. The record for the session is attached and incorporated into the minutes.

ADJOURNMENT

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

AGENDA ITEM # 4j

CITY OF RANCHO CORDOVA
STRATEGIC PLANNING RETREAT
April 1, 2004 * Mills Station, Rancho Cordova

Marilyn Snider, Facilitator - Snider and Associates (510) 531-2904 or (916) 483-9802
Michelle Snider Luna, Recorder - Snider Education and Communication (510) 967-9169

MISSION STATEMENT

The City of Rancho Cordova serves a diverse, growing community and provides innovative, efficient customer-oriented city services to support and enhance civic involvement, livable neighborhoods and economic opportunities.

CORE VALUES
(Not in priority order)

The City of Rancho Cordova values . . .

- *Honesty, integrity and accountability*
- *Commitment to excellence*
- *Mutual respect and civility*
- *Focus on customer/constituent service*
- *Dedication and passion*
- *Innovation and openness to new ideas*
- *Building financial strength*
- *Growing a premier community*

ONE YEAR GOALS
(2003 through 2004 * Not in priority order)

Identify and implement a plan for ensuring that excellent services are available to our community

Ensure quality development

Ensure financial stability

Enhance civic involvement and community compassion

Improve community image

Increase our influence in the region on our community's behalf

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
by April 7, 2004	City Council & Management Team	Read the retreat record.
by April 30, 2004	City Manager & Management Team	Review the "What's Not Going Well?" list for possible action items.
Monthly	City Council and City Manager	Review progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Clerk	Distribute the Strategic Plan Update.
December 13 & 14, 2004 8:30 - 4:00	City Council, City Manager & Management Team	Teambuilding/Strategic Planning Retreat for a more thorough assessment of progress on the goals and objectives. Develop Three-Year Goals. Set objectives for the next six months.

WHAT HAS BEEN ACCOMPLISHED IN THE PAST YEAR IN THE CITY?

Brainstormed List

- no complaints for what the City has been doing
- established a Planning Commission
- the City is being cleaned up
- hired the City Manager
- improved reputation within Sacramento County
- we've been able to keep an open mind to new ideas – everyone is willing to work with them
- seeking out and providing innovative ideas for the decision makers
- hired a new Finance Director
- upgraded the City's website
- created an Economic Development Department
- significant earmarked funding support
- $175,000 grant funding per year for weed and seed
- established a park improvement fee
- paid back the County loan on time
- well represented on regional bodies
- hired a federal lobbyist
- successfully working with other agencies in the region
- we've expedited the review of development projects to half the time or less
- created a repository of information at City Hall
- accepted some leadership on the American River Parkway problem
- hired a City Clerk
- have been very active in public outreach – City Council members are being invited to community meetings
- the community has been very non-apathetic, rather they have been positively engaged
- submitting community design grant for $2.6 million
- hired a consultant for neighborhood traffic management
- hired a Public Works Director
- Gene found enough money to pay the County $3.5 million last night
- the garbage RFP went out the door
- have begun an urban design program
- $8 million for Folsom Boulevard in the draft bill
- public is so pleased with what the City is doing
- improved recognition by residents of the City boundaries
- first City newsletter
- hired a Police Chief
- there are 10 City staff now
- towed 420 cars
- beginning to establish an identity
- established a Traffic Safety Committee
- established a design review process
- started work on a Civic Center
- Streetscape Master Plan for Folsom Blvd.
- had an employee appreciation day
- raised the bar of knowledge and interest in planning and design
- complied with LAFCO's requirement
- changed the election date
- RFP is being prepared for a new interchange on Highway 50

- taken in over 1800 code enforcement requests and have cleared 80% of them
- renovated an old building – got new furniture, technology, phone system and moved July 7, 2003
- established a police tax
- we're well on our way to get a contract with the County Sheriff for police services
- had a positive editorial in the Sacramento Bee
- more proactive planning, especially on special projects
- contracted out for engineering, building inspection and planning services
- started a 2x2 with Folsom Cordova School District
- considering partnerships with other jurisdictions on common issues
- active outreach with Sacramento City Schools
- established a system to track and respond to resident concerns

WHAT'S NOT GOING AS WELL AS YOU WOULD LIKE WITH THE CITY?

Brainstormed List

- City Hall phone and email systems not sufficient for our needs
- lack of staff for the number of tasks
- lack of high end retail specialty in vacated buildings
- City Hall space problems – City Council Chambers too small and lack of office space
- poor quality of furniture
- so much to do, so little time
- lack of hours in the day
- frustrating, and hard to get a handle on financial future
- lack of colors on the wall in City Hall
- lack of IT muscle (information management)
- inadequate number of computers and printers
- failed to demonstrate the advantages of city hood to the average citizen
- don't have an adequate strategy for Sacramento City Schools
- public not engaged in public process
- Kilgore Cemetery issue not resolved
- appearance of a failure to institutionalize strategic planning
- lack of real English in communications
- no Public Information Officer
- lack of parking at City Hall
- not enough time spent on time management skills
- lack of identification/signage in City Hall
- not focused on established Rancho Cordova
- cash flow challenges/tight budget
- not enough focus on financial stability
- lack of electronic document management system
- not branding Rancho Cordova in a positive way
- don't have information on crime rates in neighborhoods
- lack of code enforcement for commercial properties
- lack of participation by absentee landlords
- not prioritizing
- lack of support staff
- slow progress on unraveling revenue neutrally
- not realistic, so we need to change deadlines

- lack of upscale restaurants
- lack of participation from Rancho Cordova ethnic groups
- too many lengthy meetings
- unclear context for where City is going and how it impacts approval or disapproval of specific projects

EXTERNAL FACTORS/TRENDS THAT ARE HAVING AND MIGHT HAVE A <u>POSITIVE</u> IMPACT ON THE CITY IN THE COMING YEAR

Brainstormed List

- improvements on Folsom Boulevard
- state economic recovery
- favorable press
- strong housing demand
- bad code enforcement in the county
- change in the elected officials who represent this area
- the growing traffic problems in the region
- other new cities doing well
- other communities reviewing incorporation
- partnerships with other communities
- vacant buildings in the business park as an opportunity to relocate City Hall
- good local media – positive relations
- community diversity
- specific retail interests (e.g., bookstore, bowling alley)
- other agencies budget woes are causing them to look for other partners
- have an airport right on our doorstep
- success of Mather Commerce Center
- success of Mather Community Campus
- low interest rates
- Washington lobbyist
- better Board of Supervisors
- regional apprehensions about flood risk in other parts of the county
- completion of interceptor and RT projects
- political interest in our community
- active citizenry
- being viewed as a cohesive City Council and Management Team
- we're in a good geographical location
- SMUD is beginning to think about undergrounding lines
- strong community service groups
- strong community network
- business community seems willing to invest in our community, especially in information technology
- money from Washington DC
- emerging Mather noise mechanism
- university to be built in the area

EXTERNAL FACTORS/TRENDS THAT ARE HAVING AND MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE COMING YEAR

Brainstormed List

- Legal Services of Northern California
- ECOS
- base closure
- developers' bar/standards not raised high enough yet
- national budget deficit
- our renown "apathy"
- areas of serious poverty
- federal election
- stifling bureaucracy we have to deal with
- deferred maintenance on roads we inherited
- lack of water delivery
- incorporation of El Dorado Hills
- possible school district threat
- cherry picking of Rancho Cordova community by neighboring schools and municipal governments
- changing Congressional representation (3rd District)
- Easten and development on county land
- mining outside the City limits
- noise impacts/complaints resulting from Mather
- changes in elected officials who represent the City
- State budget
- development frenzy
- traffic going through our city
- City of Folsom's growth control measure
- permitting process with Corps of Engineers and Fish and Wildlife
- local transportation improvements isolate parts of Rancho Cordova
- property owners who are not engaged
- territory poaching by Folsom and City of Sacramento (e.g., Rosemont)
- service providers, both public and private, that attract transients
- too many establishments that sell alcohol
- entrenched gang activity
- new federal and State mandates
- ADA compliance issues
- American River Parkway maintenance funding crisis
- Folsom's sphere of influence
- Friends of Folsom
- contaminated groundwater

CITY OF RANCHO CORDOVA ☼ STRATEGIC OBJECTIVES

April 1, 2004 – December 1, 2004

THREE-YEAR GOAL: *IDENTIFY AND IMPLEMENT A PLAN FOR ENSURING THAT EXCELLENT SERVICES ARE AVAILABLE TO OUR COMMUNITY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Every day	all Department Heads	will define and positively use only the necessary features of bureaucracy.				
2. By May1, 2004	the Finance Director (lead) and Department Heads	will quantify and distribute to the City Council and City Manager the cost of providing those municipal services the City is responsible for providing.				
3. By June 1, 2004	the Public Works Director and Economic Development Director	will determine the full range of public works types of services that our community needs and determine how to best ensure their availability.				
4. By June 1, 2004	Councilmembers Cooley and Sander, Planning Intern, Police Chief, Building Official and Code Compliance Manager (lead)	will develop and present to the City Council for action a code enforcement strategy to make visible what the City is accomplishing in code enforcement (e.g., cleaning up vacant lots, business sign enforcement, landscaping, illegal dumping).				

5. By June 30, 2004	the Interim Finance Director and Economic Development Director	will recommend to the City Council for action a solid waste franchisee.				
6. By July 1, 2004	the Police Chief (lead), City Manager and City Council	will establish a community-oriented policing law enforcement agency.				
7. By July 1, 2004	the Finance Director	will develop and present to the City Council for action a plan to issue and manage business licenses for Rancho Cordova.				
8. By August 1, 2004	the City Manager (lead), working with Department Heads and City Council, working with the community	will deductively determine what services the City will provide.				
9. By August 1, 2004	the City Manager (lead), Economic Development Director and Planning Director	will determine the feasibility of separating from SHRA and make a recommendation to the City Council for action.				
10. By October 1, 2004	the Public Works Director (lead), Economic Development Director and Planning Director	will conduct a survey of municipal infrastructure services (e.g., curbs, sidewalks, roads, ADA compliance, trees, street furniture, bike paths) and facilities within the public right of way in the established community and present the needs assessment to the City Council.				

11. By October 31, 2004	the Economic Development Director	will develop a plan to assist Rancho Cordova's current and potential neighborhood organizational structure.				
12. By December 1, 2004	the Public Works Director (lead), Finance Director, Planning Director and Economic Development Director	will develop and present to the City Council for action a set of capital improvement project (CIP) criteria, standards and policies for staff to use when evaluating and developing proposed CIPs that promote growing as a premier community.				
13. By December 1, 2004	the Department Heads, working with the City Clerk	will establish an integrated, interactive webpage for each department.				
14. Beginning December 1, 2004 and quarterly thereafter	the Police Chief (lead), Public Works Director and Code Compliance Manager	will hold community meetings to prioritize the community's safety needs.				

THREE-YEAR GOAL: *ENSURE QUALITY DEVELOPMENT*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. On April 19, 2004	the Planning Director	will present to the Council for direction a choice of processes and costs for preparing residential and commercial guidelines for architecture and site design.				
2. By May 17, 2004, and updated regularly thereafter	the Planning Director, with input from the Council and Planning Commission	will list new principles of residential and commercial development to be incorporated into new development proposals.				
3. By June 21, 2004	the Planning Director, working with the City Attorney and Mayor	will conduct a first workshop on zoning code amendments for the City Council.				
4. On June 21, 2004	the Planning Director and Economic Development Director, working with a consultant	will complete, analyze and present to the Council the Rancho Cordova Boundary 2000 census data and other data to support planning decisions.				
5. By July 1, 2004	the Planning Director and Economic Development Director	will bring to Council an evaluation of the costs and benefits of becoming a Redevelopment Agency.				

6. By September 1, 2004	the Planning Director and Economic Development Director	will assess infill and redevelopment opportunities within one-quarter mile of the light rail line and develop a plan to market those opportunities.				
7. By September 1, 2004	the Planning Director	will assess infill opportunities citywide.				
8. By September 15, 2004	the Planning Director	will present to the City Council for action zoning amendments .				
9. By December 1, 2004	the Economic Development Director	will develop a plan to market additional infill opportunities.				

THREE-YEAR GOAL: *ENSURE FINANCIAL STABILITY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 1, 2004	the Finance Director, with input from Lobbyist Len Simon	will identify additional sources of revenue, including federal resources.				

2. By July 1, 2004	the Finance Director, City Attorney and Public Works Director (lead)	will explore the feasibility and recommend to the City Council whether or not to form a Landscaping and Lighting Maintenance District.				
3. By July 1, 2004	the Public Works Director	will present to the City Council for action a service agreement with the County to continue to provide County Service Area (CSA) -1 and CSA-10 services.				
4. By October 1, 2004	the City Attorney and Finance Director	will develop and implement strategies to gain control of County funds that should be within control of Rancho Cordova (e.g., CSA-1 and CSA-10).				
5. By November 1, 2004	the Public Works Director and Councilmember Cooley	will educate the community regarding the need for a Measure A.				
6. By December 1, 2004	the Finance Director and Economic Development Director	will conduct a retail inventory and develop and market retail opportunities to increase the sales tax base.				

THREE-YEAR GOAL: *ENHANCE CIVIC INVOLVEMENT AND COMMUNITY COMPASSION*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By August 1, 2004	the Economic Development Director	will develop and present to the Council for action a plan for the community to utilize State and Federal grant resources for first-time home buyers.				
2. By September 1, 2004	the Economic Development Director	will identify neighborhood associations and identify designated City liaisons to participate in their meetings and activities.				
3. By September 1, 2004	the City Manager	will develop, distribute, analyze and present the results to the City Council of a public opinion poll regarding general community services.				
4. By December 1, 2004	the City Manager, working with City Staff	will develop and present to the City Council for action a community involvement handbook of possible roles, commissions and committees for community participation (e.g., a Youth Commission, an Historical Society, an Arts Commission, a Recreation Commission, a School Partnerships Committee, a Seniors Commission).				
5. By December 1, 2004	Councilmember McGarvey, working with the Finance Director , City Clerk and community groups	will establish and publicize the role of the Rancho Cordova Neighborhood Center (RCNC) as an outlet for services to citizens (e.g., WIC, Sac Works, community group meetings, voluntary support for law enforcement services, cultural gatherings) and make a recommendation to the Council regarding purchase of the RCNC.				

THREE-YEAR GOAL: *IMPROVE COMMUNITY IMAGE*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By June 1, 2004	the Economic Development Director	will develop an approximately 60-second introduction of city locations, web address and phone numbers for cable TV broadcast prior to City Council meetings.				
2. By August 1, 2004	the City Manager	will present to the Council for action a plan to achieve more public information results.				
3. By October 1, 2004	the City Clerk	will develop in multiple languages a handout to distribute to the public at City Hall for Council meetings procedure.				
4. By December 1, 2004	the City Clerk and Economic Development Director	will improve and enhance the City website, including online permit processing and links.				
5. By December 1, 2004	the Economic Development Director, working with the Community Council	will develop postcards, T-shirts, coffee mugs, Christmas ornaments and other memorabilia of photos of city locations and/or that have the City seal.				

6. By December 1, 2004	the Economic Development Director, working with the Rancho Cordova Chamber	will gather sufficient signatures and initiate the process for a Business Improvement District for Folsom Boulevard.				

THREE-YEAR GOAL: *INCREASE OUR INFLUENCE IN THE REGION ON OUR COMMUNITY'S BEHALF*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Ongoing as needed	the City Manager	will provide legislative updates to the City Council.				
2. By May 1, 2004	the City Manager	will develop a priority list of regional representation options for the City Council and Staff (e.g., seats on Boards).				
3. By May 1, 2004	the City Manager and Planning Intern	will develop a proactive plan for City involvement and interaction with LAFCO.				
4. By May 1, 2004	the City Manager, Mayor Budge, Planning Director and Planning Intern	will compile a list of all external agencies that affect City functions (e.g., a City "Rolodex").				

5. By May 15, 2004	the Planning Director	will present a proposed planning area to the City Council for action.				
6. By May 15, 2004 and monthly thereafter	City Staff	will prepare and present updates on regional activities for discussion at City Council meetings.				
7. By June 1, 2004	the City Manager	will establish an inter-governmental relationship with neighboring governments and districts (2x2s).				
8. By September 1, 2004	the City Manager	will develop a policy framework for lobbying efforts (State and Federal) and a rapid response mechanism.				
9. By September 15, 2004	the City Manager and City Council	will identify and market a regional issue upon which Rancho Cordova can establish itself in a leadership role.				

CITY OF RANCHO CORDOVA

Special Study Session of the City Council
April 13, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 6:35 p.m. by Mayor Budge.

Roll Call

Present: Council Members: Cooley, McGarvey, Roberts, Sander, and Mayor Budge

ORAL COMMUNICATIONS

1. Public Comment

   None.

STUDY SESSION DISCUSSION ITEMS

2. **Subject**: Urban Design Workshop Report - Presentation of Urban Design/Citybuilding Workshop Results. City staff and Paris Rutherford of RTKL will present the results of the recent Citybuilding/Urban Design Workshops for City Council consideration and direction.

   The Urban Design Workshop Results prepared by RTKL were provided and discussed.

AT THIS POINT in the meeting the Council took a break. The time was 9:12 p.m. The full Council reconvened at 9:25 p.m.

3. **Subject**: General Plan Process - City staff will provide an introduction to the General Plan process, including requirements for Plan content, proposed completion schedule and key issues requiring City Council direction.

   The preparation of the General Plan scope of work and budget for the City's first General Plan was discussed as were the issues of creating a unified community that combines the older areas of Rancho Cordova with the City's new growth areas; creating a new vision for the City, including the City's role in the region; effective standards to implement an enhanced community image through improvements in the quality and character of new development; taking advantage of the economic development opportunities of Mather Field airport; projecting the ultimate build out of the City and determining the future boundaries; maintaining and enhancing traffic movement as new development occurs; improving the quality of neighborhoods that have suffered in the past from neglect; ensuring that open space and recreational amenities are available to all residents; addressing wetlands and vernal pool preservation within areas proposed for urban development.

AGENDA ITEM # 4K

ADJOURNMENT

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
June 7, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 1:12 p.m. by Mayor Budge

ROLL CALL

Present: Councilmembers: Skoglund, McGarvey, Sander, Cooley, and Mayor Budge

Staff Present: Gaebler, Abhar, Albaugh, Anderson, Dehaan, Hare, Haven, Lindgren, Thomas, Carter

ORAL COMMUNICATIONS

1. Public Comment

   None.

STUDY SESSION

2. **Subject:** Proposed Fiscal Year 2004-05 City Budget

   City Manager Ted Gaebler introduced the Proposed Fiscal Year 2004-2005 Budget. Chief Financial Officer Bill Thomas gave the budget presentation.

   Following are Council comments:

   - Justification is needed for a higher per unit park impact fee.
   - Calendar a presentation by the Fair Housing Commissioner at a Council Meeting.
   - Assemble the data on the City's housing stock composition – number of rental, single-family, and multi-family properties there are.
   - Evaluate building/engineering services revenue generation.
   - Sort out the City's relationship with the Library Authority.
   - Determine amount of CDBG funding that the City would receive as an entitlement city.
   - Provide past expenditures of funds collected from road and transit fees.
   - Calendar a future discussion of discretionary funding for and policy on handling special requests for funds.

AGENDA ITEM # 41

ADJOURNMENT TO CLOSED SESSION FOR THE FOLLOWING PURPOSE:

The Council adjourned to Closed Session at 5:20 p.m. for a discussion of the following item.

3. Conference with Legal Counsel – Anticipated Litigation

   Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
   (One case)

Present in Closed Session were all Council Members; Gaebler, Lindgren and Silver.

The Council reconvened into Open Session at 6:25 p.m. There was no reportable action.

ADJOURNMENT

The meeting adjourned at 6:26 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
June 21, 2004
4:00 P.M. – Closed Session
5:00 – 6:30 P.M. – Open Study Session

MINUTES

CALL TO ORDER

The meeting was called to order at 4:10 p.m. by Mayor Budge.

ROLL CALL

Present: Council Members: Skoglund, McGarvey, Sander, Cooley, and Mayor Budge
Staff Present: Gaebler, Junker, Campbell, Abhar

ORAL COMMUNICATIONS

1. Public Comment

   None

ADJOURNMENT TO CLOSED SESSION

Council adjourned to Closed Session for a discussion of the item listed below:

2. Conference with Legal Counsel – Anticipated Litigation
   Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (One case)

   Present in Closed Session were all Council Members, Mr. Gaebler, and Mr. Meyers.

OPEN STUDY SESSION

The Council reconvened in open session at 5:15 p.m. There was no reportable action from Closed Session.

3. **Subject:** Sunridge Village Study Session
   Recommendation: Conduct study session and direct staff as deemed appropriate.

OUTCOMES: Staff and the project applicant presented information on the proposed Sunridge Village project. Staff identified several major planning issues associated with the project and the Council provided general comments to assist in the evaluation and formal review of the project.

ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

_____
Anna Olea-Moger, Deputy City Clerk

AGENDA ITEM # 4m

CITY OF RANCHO CORDOVA

Special Study Session of the City Council
July 15, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 4:00 p.m.

ROLL CALL

Present: Council Members: Cooley, McGarvey, Sander, Skoglund, and Mayor Budge

ORAL COMMUNICATIONS

1. Public Comment

   None.

STUDY SESSION DISCUSSION ITEMS

2. **Subject**: Sacramento Area Council of Governments (SACOG) - Presentation of the Tall Order-Choices for Our Future -- Regional Land Use and Transportation -- by Martin Tuttle, Executive Director and Mike Mckeever, Planning Director.
   Recommendation: Conduct study session.

   Sacramento Area Council of Governments Executive and Planning Directors gave a presentation on regional land use and transportation issues.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

AGENDA ITEM # 4N

CITY OF RANCHO CORDOVA
JOINT MEETING OF CITY COUNCIL, PLANNING COMMISSION & GENERAL PLAN ADVISORY COMMITTEE
Mills Middle School

July 21, 2004

MINUTES

CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Mayor Budge.

Roll Call

Present: Councilmembers: Budge, McGarvey, Sander, Skoglund
Absent: Cooley

Planning Commission Members: Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz

General Plan Advisory Committee Members: Andrus, Crane, Meyer, Slaton

Staff Present: Gaebler, Hare, Haven, Junker, Campbell, Franklin, Chapman

ORAL COMMUNICATIONS

1. Public Comment

None.

STUDY SESSION DISCUSSION ITEMS

2. **Subject**: Review of General Plan Vision Book -- by Eric Norris, General Plan Manager, and Paul Junker, Planning Director.
   - **Recommendation**: Review the information provided by staff

The General Plan Vision Workshop book was presented to the Council and discussed ensued.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

_____
Lillian E. Hare, City Clerk

AGENDA ITEM # 40

CITY OF RANCHO CORDOVA

Special Meeting of the City Council
August 11, 2004

MINUTES

CALL TO ORDER

Mayor Budge called the meeting to order at 5:40 p.m.

Roll Call

Present: Councilmembers: Cooley, McGarvey, Skoglund, Sander, and Mayor Budge

Staff Present: Gaebler, Hare, Lindgren

ORAL COMMUNICATIONS

1. Public Comment

   None.

ACTION ITEM

2. **Subject**: Determine to Hold or to Cancel the November 2, 2004 Election for Members of the City Council (3 seats)
   Recommendation: Determine whether to hold or to cancel the November 2, 2004 Election for Members of the City Council (3 seats) and make appointments to fill the three Council seats with those persons nominated (as provided in Section 10229 of the Elections Code) since the number of persons nominated does not exceed the number of offices to be filled.

   No action was taken. The Assistant City Attorney explained that state law required the election for members of the City Council to proceed even though there are no opposing candidates because the City has a measure on the ballot.

ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

\

_____
Lillian E. Hare, City Clerk

AGENDA ITEM # 4P

CITY OF RANCHO CORDOVA
Regular City Council Meeting
Monday, December 20, 2004

MINUTES

CALL TO ORDER

Mayor Cooley called the meeting to order at 5:33 p.m. and announced the cablecast playback schedule for the meeting.

ROLL CALL

Present: Council Members: Budge, McGarvey, Sander, & Mayor Cooley
Absent: Council Member Skoglund
Staff Present: Gaebler, Hare, Olea-Moger, Haven, Campbell, Dehaan, Junker, Franklin, Abhar, Meyers

PLEDGE OF ALLEGIANCE

The Pledge was led by Josh Roberts.

INVOCATION

1. Reverend Mike Mitchum, Senior Pastor of Cordova Neighborhood Church gave the invocation.

PRESENTATIONS

2. Swearing-in of New Mayor
   City Clerk Lillian Hare administered the Oath of Office to new Mayor Ken Cooley
3. Presentation to Outgoing Mayor
   Mayor Cooley presented outgoing Mayor Linda Budge with a bouquet of roses and elicited comments from each Council Member in appreciation for her outstanding Mayoral leadership in 2004.
4. Honor LeRoy Fouse (Cordova Parks & Recreation District)
   Mayor Cooley presented outgoing Cordova Parks & Recreation District Board Member LeRoy Fouse with a Proclamation commemorating his many years of service to the community.
5. Honor Roger Benton (Folsom Cordova Unified School District)
   Mayor Cooley presented outgoing Folsom Cordova Unified School District Board Member Roger Benton with a Proclamation commemorating his many years of service to the community.
6. Tobacco Retail Licensing Program (Carolyn Martin)
   Carolyn Martin, Chairperson of the Sacramento County Tobacco Control Coalition Tobacco Retail Licensing Task Force, presented an overview of the organization's vision to transform the County into a Smoke Free Society in the 21st Century.

CONSENT CALENDAR

ACTION: Motion by Budge, seconded by Sander and carried by 4-0 roll call vote (Skoglund absent), Council approved the Consent Calendar.

7. **Subject:** Minutes of City Council Meetings
   a. Regular Meeting of November 15, 2004
   b. Special Meeting of December 6, 2004
   c. Regular Meeting of December 6, 2004
   d. Special Meeting of December 6, 2004

   Recommendation: Adopt Minutes.

8. **Subject:** Second Reading of Ordinance No. 66-2004 for Anatolia Commons – RC-04-070 – Development Agreement between the City and Sunridge, LLC, Relative to Anatolia II (Lot B).
   Recommendation: Waive second reading and adopt Ordinance No. 66-2004 **(Roll Call Vote)**.

9. **Subject:** Second Reading of Ordinance No. 67-2004 Comprehensively Amending the City Manager Form of Government, the Position of the City Manager, and the Authority of the City Manager under the City's Purchasing System to Clarify, Strengthen, and Refine the Authority and Role of the City Manager under the City Manager Ordinance and the Purchasing Ordinance
   Recommendation: Waive second reading and adopt Ordinance No. 67-2004 **(Roll Call Vote)**.

10. **Subject:** Consideration of Revised City Manager Employment Agreement with Ted A. Gaebler
    Recommendation: Approve agreement and setting of City Manager's salary **(Continued from December 6, 2004 meeting)**.

11. **Subject:** Authority for the City Manager to authorize design charrette services. Staff is seeking authorization for the City Manager to sign contracts and authorize payments for urban design services provided in support of development project application reviews. All costs of such design services would be reimbursed to the City by the associated project applicant.
    Recommendation: Approve Resolution 188-2004, thereby authorizing the City Manager to approve design services in support of development project application reviews, not to exceed $270,000 cumulatively.

12. **Subject:** Execution of Agreement for Household Hazardous Waste Collection Program between the County of Sacramento and the City of Rancho Cordova
    Recommendation: Adopt Resolution No. 187-2004.

13. **Subject:** Mather Field Road/Highway 50 Interchange Landscape Project
    Recommendation: That Council approve:

    a. Agreement Between the County of Sacramento and the City of Rancho Cordova for the Design of the Mather Field Road at U.S. Highway 50 Interchange Landscaping Project.

b. Consulting Services Agreement Between the City of Rancho Cordova and Callander Associates Landscape Architecture, Inc.

CONSENT PUBLIC HEARINGS

None

ORAL COMMUNICATIONS

14. **Public Comment**

Walt Myers addressed the Council regarding traffic safety concerns on the RT tracks across Folsom Blvd.

PUBLIC HEARINGS

15. **Subject:** Amendment to Previously Approved Design Review for 3791 and 3806 Recycle Road, RC-04-082 and RC-04-084, Filed by APG Properties Inc.
Recommendation: Adopt Resolution No. 186-2004 to deny the request to modify the approved design for building 3791 and 3806 Recycle Road and affirm the original approval.

Mayor Cooley opened the public hearing. Bill More, representing the developer, addressed the Council to convey the applicant's perspective on the issue. Bruce Risley addressed the Council in support of the project and to elaborate on design considerations. Mayor Cooley closed the public hearing.

ACTION: Motion by Budge, seconded by Sander and passed 3-1 (Cooley dissenting, Skoglund absent), Council granted applicant's appeal and stipulated that the lattice element be eliminated from the design.

16. **Subject:** Sun Center Office Building – RC-04-117 Design Review for an Office Building at Northeast Corner of Sun Center Drive and Gold Tailings Court
Recommendation: Adopt Resolution No. 181-2004 approving design review subject to findings and conditions of approval (Continued from December 6, 2004 meeting).

Mayor Cooley opened the public hearing. Patty Lomanto, project applicant, addressed the Council and presented colored schematics of the project. Mayor Cooley closed the public hearing.

ACTION: Motion by Budge, seconded by McGarvey and carried 4-0 (Skoglund absent), Council found the project categorically exempt from CEQA, adopted Resolution 181-2004 approving the design review subject to the findings, the design package and the conditions of approval.

AT THIS POINT Council recessed for a short break at 7:34 p.m. and reconvened at 7:55 p.m.

17. **Subject:** Adoption of General Plan Draft Land Use Map as part of the Vision Book/Interim General Plan, Direction to staff to proceed with preparation of a Final Land Use Map and with the creation of a Draft General Plan which implements the Draft Land

Use Map and with preparation of a Draft Environmental Impact Report based on the Draft Land Use Map.
Recommendation: City Council consider the recommendation of the General Plan Advisory Committee (GPAC) and adopt a Draft Land Use Map as part of the Vision Book/Interim General Plan.

Mayor Cooley opened the public hearing. The following individuals addressed the Council:

Judy Waegell spoke regarding the Waegell family property and their conceptual plans for the property. She requested Council's review and consideration.

Alta Tura requested Council consideration and staff consideration for inclusion of the preservation and designation of natural resources in the Draft Land Use Map.

Jerald Drobesh spoke regarding his proposal for a connector from Highway 50 to Highway 99 and possibly Highway 5.

Ron Alvarado spoke regarding his acreage east of Grant Line and consideration of possible uses within the Draft Land Use Map.

Ed Hard spoke regarding constraint analyses for the Aerojet, Mather and Easton portions of the Draft Land Use Map. He also pointed out security concern for use of runway at Mather.

Tim Taron spoke regarding a portion of Lennar Communities land that would be land-locked if it is included in particular designation that has yet received approval.

Kimee Kim spoke regarding annexation consideration for the Tracy (family) Trust land into the city.

Mayor Cooley closed the public hearing.

ACTION: Motion by Sander, seconded by Budge and carried 4-0 (Skoglund absent), Council continued Item #17 to the January 3rd study session.

REGULAR CALENDAR ITEMS

18. **Subject:** Design Guidelines for Parks, Recreation Venues, Detention Basins, Open Space, and Multi-Use Trails
Recommendation: Review the draft Design Guidelines for Parks, Recreation Venues, Detention Basins, Open Space, and Multi-Use Trails (Park Guidelines) prepared by the Cordova Recreation and Park District and provide direction to staff.

The following individuals addressed the Council:

Judy Waegell spoke regarding her appreciation for the flexibility of open space use.

Artie Zahedani, representing the Building Industry, advised that they did not receive notice of this item and are seriously concerned about the potential impact of fees that may result from these Design Guidelines. Mr. Zahedani requested at least 60 days to provide input on this plan.

Tim Taron strongly encouraged the City to develop an implementation tool that does not penalize the land owner who is required to develop public facilities or open space.

ACTION: By general consensus, Council continued this item to the January 18th meeting.

19. **Subject:** Local Regulation of the Sale of Tobacco Products and Related Paraphernalia
Recommendation: Direct City Attorney as appropriate.

ACTION: Motion by Budge, seconded by McGarvey, and carried 4-0 (Skoglund absent), Council directed staff to proceed with developing an ordinance for tobacco regulation.

20. **Subject:** Property Maintenance Ordinance Presentation
Recommendation: Provide direction to staff on the nature and scope of a Property Maintenance Ordinance.

ACTION: By general consensus, Council continued Item #20 to the January 18th meeting.

21. **Subject:** Neighborhood Traffic Management Pilot Plan
Recommendation: Authorize staff to proceed with the implementation of the proposed Neighborhood Traffic Management Pilot Program.

ACTION: Motion by Budge, seconded by McGarvey, and carried 4-0 (Skoglund absent), Council authorized implementation of the Neighborhood Traffic Management Pilot Program.

22. **Subject:** Appointments to the Planning Commission

ACTION: By general consensus, Planning Commissioners Troy Konarski, Ray Savorn, and Therese Burke were re-appointed with terms to expire December 2008.

23. **Subject:** Council Member Appointments
Recommendation: That Council Member appointments for 2005 be made/confirmed for the listed boards, commissions and 2x2 meetings, including the Sacramento Metropolitan Air Quality Management District and the Sacramento-Placerville Transportation Corridor Joint Powers Authority.

ACTION: By general consensus, Council continued Item #23 to January 18th meeting.

CORRESPONDENCE

Letter from Salmon Festival Director Bruce Forman requesting Council endorsement of the October 8-9, 2005 event.

ACTION: Motion by McGarvey, seconded by Sander and carried 4-0 (Skoglund absent), Council endorsed the event and directed staff to send a letter so advising to the Director.

COUNCIL REPORTS

The Council reported on various meetings, invitations, and events since the last Council meeting.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

None

CITY MANAGER'S REPORT

Mr. Gaebler requested Council endorsement for two appointments to the Rancho Cordova Regional Economic Development Group, recommending Curt Haven, Director of Economic Development to one slot and the other slot designee to be determined at later date.

ACTION: Council, by general consensus, concurred with the City Manager's recommendation above.

ADJOURNMENT

There being no further business, Mayor Cooley adjourned the meeting at 11:20 p.m.

Respectfully submitted,

_____
Anna Olea-Moger, Assistant City Clerk

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Cyrus Abhar, Public Works Director

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE FOLSOM SOUTH CANAL PARTNERS FOR PARTICIPATION IN THE FOLSOM SOUTH CANAL DEVELOPMENT PLAN

RECOMMENDATION

Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to execute a Memorandum of Understanding with the Folsom South Canal Partners for participation in the Folsom South Canal Development Plan. It is also requested that the City Manager be authorized to appropriate $30,000 in the City's 2005/2006 fiscal year budget for the development of a Resource Management Plan. These funds will be available on July 1, 2005.

BACKGROUND

The Folsom South Canal, owned by the U.S. Bureau of Reclamation, flows south from US 50 through the City of Rancho Cordova. The Bureau of Reclamation has agreed that the canal could contribute to the region as a multi-modal transportation corridor. The Folsom South Canal Partners, consisting of five public sector agencies, four private sector developers, and one non profit association, have joined with the Bureau to begin planning for the multi-modal transportation corridor. The Partners realize the value of creating development and infrastructure that enhances the environment, stimulates the economy and provides equity to those who live, work and travel through the impacted area.

PROJECT SCOPE

The Partners have agreed in principle, to contribute $150,000 for planning and development of a Resource Management Plan. Staff believes $30,000 is a reasonable amount for the City's share for these activities. The Bureau has also committed (pending congressional approval) $200,000 for planning and implementation. Additionally, the Folsom South Canal Partners have applied for a $150,000 Community Based

AGENDA ITEM # 5

Transportation Planning Grant through Caltrans. Should this grant request be successful, Caltrans would be invited to become a member of the Folsom South Canal Partners.

These funds will be utilized to complete the following activities:

- Completion of a Resource Management Plan (RMP)
- An on-going Public Outreach effort
- Establishment of at least one support group (i.e. Friends of the Folsom South Canal)
- Establishment of a Technical Working Group to provide technical guidance.

RESOURCE MANAGEMENT PLAN

The Resource Management Plan will be the key outcome of the two-year process and will include the following elements:

- Identify and define opportunities and challenges to link to other transportation infrastructure
- Identify and develop an appropriate mechanism for long-term multi-jurisdictional partnership management; for example, memorandum of understanding, joint powers agreement, or special district designation.
- Identify and develop a strategy to ensure consistency with and adoption into county and city general plans.
- Identify development plans that involve work near the Canal; for example road widenings or crossings, and (1) ensure no conflict and (2) develop strategies to benefit from these plans.
- Evaluate and quantify benefits to surrounding urban and business development centers
- Identify security measures consistent with Bureau of Reclamation requirements;
- Develop an education and public awareness plan regarding water conservation, quality, and supply. Other educational areas may include health and wellness, air quality, and safety (e.g., proper bicycle etiquette).
- Identify and develop cost estimates for priority short-term capital improvements.
- Identify and develop cost estimates for long-term capital improvements.
- Identify future funding opportunities and mechanisms including grant monies.
- Identify additional funding and working group partners .
- Develop a phased implementation approach based on expected funds availability.
- Develop a long-term operation and maintenance plan and cost estimates based on short- and long-term capital improvements.
- Develop and begin implementation of a marketing plan to increase use of the Canal

RECOMMENDED MOTION:

"I move the City Council adopt the attached Resolution authorizing the City Manager to execute a Memorandum of Understanding with the Folsom South Canal Partners and appropriate $30,000 in the City's 2005/2006 fiscal year budget for the development of a Resource Management Plan."

Attachments:
1. Resolution
2. Memorandum of Understanding

RESOLUTION NO. 09-2005

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE FOLSOM SOUTH CANAL PARTNERS FOR PARTICIPATION IN THE FOLSOM SOUTH CANAL DEVELOPMENT PLAN

Whereas, the City of Rancho Cordova supports the development of transportation alternatives as a means of easing traffic congestion; and

Whereas, the potential exists for the redevelopment of approximately two miles of service roads along the Folsom South Canal into a pedestrian and bicycle transportation corridor; and

Whereas, the City has been an active participant in the Folsom South Canal Partnership, a group representing public and private interests along the Folsom South Canal, in the creation of a work plan for the redevelopment of the corridor; and

Whereas, the Folsom South Canal Partners have committed to contribute $150,000 for planning and development of a Resource Management Plan; and

Whereas, the City of Rancho Cordova agrees to contribute $30,000 towards the planning and development of a Resource Management Plan;

Now Therefore, Be It Resolved, that the City Council of Rancho Cordova authorizes the City Manager to execute a Memorandum of Understanding with the Folsom South Canal Partners for participation in the Folsom South Canal Development Plan.

On a motion by Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted by the City Council of Rancho Cordova, State of California, this 18th, day of January, 2005, with the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

Memorandum of Understanding
Between
The Folsom South Canal Partners

including
50 Corridor Transportation Management Association
Sacramento County Department of Transportation
City of Rancho Cordova
Sacramento Metropolitan Air Quality Management District
AKT Development Corporation
Elliott Homes
Sacramento Regional County Sanitation District
Patrick Willis

Purpose

This Memorandum of Understanding (MOU) will be the guide for a two year effort between the above funding partners to develop a plan for transforming the Folsom South Canal into a transportation and recreational corridor. The attached Folsom South Canal Development Plan will serve as the initial plan for the effort. The Development Plan can be changed or altered with a 100% consensus vote of the funding partners.

50 Corridor Transportation Management Association

The 50 Corridor Transportation Management Association (TMA) agrees to provide in-kind management services for the two year period. This includes scheduling and recording FSC Partners' meetings; general oversight of the development of the Resource Management Plan contractors; general bookkeeping and financial reporting of the two-year effort; and general public outreach. The TMA will be allowed to, but not required to, seek separate grants and funding to cover its management expenses.

The TMA will also facilitate a Technical Advisory Committee.

The TMA will, on behalf of the Folsom South Canal Partners, enter into an MOU with the Bureau of Reclamation.

Sacramento County Department of Transportation

Sacramento County Department of Transportation (DOT) agrees to contribute $30,000 of non-federal funding to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that the Sacramento County DOT is represented at each meeting.

City of Rancho Cordova

The City of Rancho Cordova agrees to contribute $30,000 of non-federal funding to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that the City of Rancho Cordova is represented at each meeting.

Sacramento Metropolitan Air Quality Management District

Sacramento Metropolitan Air Quality Management District (SMAQMD) agrees to contribute $10,000 of non-federal funding to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that the SMAQMD is represented at each meeting.

AKT Development Corporation

AKT Development Corporation agrees to contribute $30,000 to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that AKT Development Corporation is represented at each meeting.

Elliott Homes

Elliott Homes agrees to contribute $10,000 to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that Elliott Homes is represented at each meeting.

Sacramento Regional County Sanitation District

Sacramento Regional County Sanitation District (SRCSD) agrees to contribute $30,000 of non-federal funding to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that the SRCSD is represented at each meeting.

Patrick Willis

Patrick Willis agrees to contribute $5,000 to the effort. He agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure Patrick Willis is represented at each meeting.

It is Mutually Agreed and Understood by and between these parties that this MOU shall be in force for two years from the date of the last signature. Additional parties may be added to the MOU, upon agreement by the original partners. The MOU may be modified or amended with the concurrence of the original partners.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

50 Corridor TMA	Date
Sacramento County DOT	Date
City of Rancho Cordova	Date
Sacramento Metropolitan AQMD	Date
AKT Development Corporation	Date
Elliott Homes	Date
Sacramento Regional CSD	Date
Patrick Willis	Date

ADDENDUM to MOU

between Folsom South Canal Partners

including
50 Corridor Transportation Management Association
Sacramento County Department of Transportation
City of Rancho Cordova
Sacramento Metropolitan Air Quality Management District
AKT Development Corporation
Elliott Homes
Sacramento Regional County Sanitation District
Patrick Willis

Additional parties may be added to the MOU, upon agreement by the original partners.

The original partners have voted to include the following parties to the MOU:

GenCorp (AKA Aerojet)

GenCorp agrees to contribute $10,000 to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that GenCorp is represented at each meeting.

Sacramento Regional Transit

Sacramento Regional Transit agreed to contribute $10,000 to the effort. It agrees to appoint a representative to the FSC Partners, as well as a back-up representative to insure that Sacramento Regional Transit is represented at each meeting

Motion by _____

Second by_____

Motion Approved Motion Not Approved

Recorded by _____ Date_____

ADDENDUM to MOU adding the following Partners:

GenCorp (AKA Aerojet)	Date
Sacramento Regional Transit	Date

Memorandum

Agenda date: January 18, 2005

TO: Honorable City Council

FROM: Cyrus Abhar, Public Works Director

SUBJECT: Authorization to secure Traffic Engineering Services

RECOMMENDATION:

Authorize the City Manager to enter into contracts and to make payments of up to a total cumulative of $250,000 for services related to Traffic Engineering.

BACKGROUND:

In October 2004 the City entered into on-call contracts with two consultants for traffic engineering related services. Each contract was for $25,000. These contracts were to provide all services related to existing traffic engineering needs as well as limited support for future development projects within the City.

Previously, the responsibility of all traffic impact analysis for new developments was with the development communities and was part of the application process. Staff now feels it is in the City's best interest to manage and oversee all traffic impact studies within the City's boundaries.

Staff received a proposal for the scope of services regarding the Traffic Impact Study for the 'Preserve at Sunridge" development. The costs for the associated work was approximately $60,000. Staff is seeking the Council's authorization to proceed with this contract and for future traffic engineering related work as necessary. Staff plans to solicit proposals for future works from consultants on the pre-approved list endorsed by the Council in February 2004.

Because these costs are related to the processing of development application, the costs are funded through development applications fees and have no direct impact on the City's finances. Staff foresees the need for additional traffic impact studies in the near future necessary to support development.

RECOMMENDATION MOTION:

"I move that the City Council authorize the City Manager to approve contract and associated payments of up to $250,000, cumulative, to secure consultant services for Traffic Engineering related work."

Attachment: Resolution No.

AGENDA ITEM # 6

Attachment 1

RESOLUTION NO. 10-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACTS FOR TRAFFIC ENGINEERING SERVICES

WHEREAS, the City is currently processing substantial development applications that will have significant traffic impacts upon the community; and

WHEREAS, City staff has proposed and successfully utilized the services of independent traffic engineering firms to assist with traffic engineering related services; and

WHEREAS, the costs associated with such services may individually, and will cumulatively, exceed the current authorized spending limit; and

WHEREAS, such costs of services are fully recovered from the associated developer through application processing fees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

The City Manager is authorized to execute contracts and to authorize payments of up to a cumulative amount of $250,000 for services provided by independent traffic engineering firms in support of applications for proposed development within the City of Rancho Cordova.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

Memorandum

Date: January 12, 2005

To: Mayor and Members of the City Council

From: William J. Thomas, Finance Director

Subject: **RESOLUTION REVISING THE GOALS AND POLICIES CONCERNING THE USE OF MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982**

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 17-2005 adding language to the policies that provide for the payment of fees for issuance of Community Facilities District (CFD) tax-exempt bonds.

BACKGROUND AND DISCUSSION:

The City Council adopted Goals and Policies concerning the use of CFD tax-exempt bonds in July 2003. This policy, although it laid out the general policies for the use of this financing instrument, it did not provide for a set fee that the City would charge to provide the mechanism to issue the bonds.

The fee that is proposed would vary, depending on the size of the issue. However, there would be a minimum fee of $200,000. Otherwise the fee would be 1½ % of the par amount of the bonds. For a $20 million bond issue, the City's fee would be $300,000. This fee would provide reimbursement to the City for all staff time, including the City Attorney, in developing the CFD. Additionally, the City should be reimbursed for the use of its tax-exempt status as well as the use of the City's name on the bonds that will be in the investment community for a minimum of 20 years from the date of issuance. Although the City is not responsible for the repayment of these types of bonds, these outstanding bonds could affect the City's ability to issue other types of bonds and/or affect the interest rate that the City would have to pay.

FISCAL IMPACT:

This change would provide the City with additional funds to not only reimburse the costs incurred by the City in a CFD bond deal but would also provide the City with fee for the use of the City's name and the potential effect that it may have on future bond instruments the City may want to issue.

Attachments: Resolution No. 17-2005 with Attachment A, Goals and Policies

AGENDA ITEM # 7

CITY OF RANCHO CORDOVA
RESOLUTION NO. 17-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA ADOPTING UPDATED LOCAL GOALS AND POLICIES CONCERNING THE USE OF THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

WHEREAS, the City Council (the "City Council") of the City of Rancho Cordova (the "City") has duly considered the advisability and necessity of establishing community facilities districts in the City from time to time under and pursuant to the terms and provisions of Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (commencing with Section 53311) (the "Act"); and

WHEREAS, Section 53312.7 and 53345.8 of the California Government Code requires that the City of Rancho Cordova (the "City") consider and adopt local goals and policies concerning the use of the Act, prior to the initiation of proceedings to establish a new community facilities district ("CFD") under the Act; and

WHEREAS, the City Council, in its Resolution No. 27-2003 adopted July 1, 2003, adopted local goals and policies pursuant to the Act and has determined that it is in the best interests of the City that such goals and policies be updated and restated by adoption of new goals and policies; and

WHEREAS, the City Council has determined to update and restate the City's goals and policies concerning the use of the Act; and the City Council is fully advised in this matter;

NOW, THEREFORE, BE IT RESOLVED that the above recitals are true and correct, and the City Council so finds and determines.

Section 1. It is the intention of the City Council to from time to time approve the establishment of community facilities districts in the City under the provisions of the Act.

Section 2. Section 53312.7 and 53345.8 of the California Government Code requires that the City consider and adopt local goals and policies concerning the use of the Act, prior to the initiation of proceedings to establish a CFD under the Act.

Section 3. The City hereby replaces its previously adopted goals and policies and hereby adopts the "Goals and Policies Concerning the Use of the Community Facilities Act of 1982" attached as Exhibit A hereto as the goals and policies of the City referred to in Section 53312.7 of the Act.

Section 4. This Resolution shall take effect from and after its adoption.

PASSED AND ADOPTED this 18th day of January, 2005, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

EXHIBIT A

CITY OF RANCHO CORDOVA

[ATTACH REVISED GOALS AND POLICIES]

CITY OF RANCHO CORDOVA

GOALS AND POLICIES
(Adopted July 1, 2003)
(Amended _____, January 18, 2005)

CONCERNING USE OF
MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

Section 53312.7 and 53345.8 of the California Government Code requires that the City of Rancho Cordova (the "City") consider and adopt local goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act"), prior to the initiation of proceedings to establish a new community facilities district ("CFD") under the Act.

The purpose of these Policies and Procedures (the "Policies") is to satisfy the minimum requirements of the Act and to provide guidance and conditions for the conduct by the City of CFD proceedings and the issuance of bonds therefor. The Policies are intended to be general in nature and the specific details will depend on the nature of each particular financing.

The City Council (the "Council") of the City hereby adopts the following CFD policies and procedures. These Policies may be amended or supplemented by the City Council at any time.

General Policy Respecting Use of the Act

As a matter of general policy, the City will utilize the Act for purposes of (1) acquiring and constructing and providing financing for all or a prescribed portion of the cost and expense of public capital improvement facilities to be owned by the City or other public agencies or regulated public utility companies and which serve a public purpose for the City and its inhabitants and (2) financing all or a prescribed portion of the estimated costs and expense of maintaining and operating such facilities and/or providing services as permitted by the Act.

Priorities for Use of Act

Reserving the right to make exceptions when circumstances warrant, the City establishes the following priority for use of the Act for the acquisition of public facilities:

1. Facilities which provide a community-wide benefit to all inhabitants of the City;

2. Facilities needed to serve a community plan or specific plan area that is currently deficient in off-site infrastructure or on-site improvements needed to develop the area as planned, *i.e.* "backbone" infrastructure to support already approved community plan or specific plan areas on on-site infrastructure to support planned or existing backbone infratructure;

3. Other facilities for which there is a clearly demonstrated public benefit but which benefit is likely to be greater to specific sub-areas of the City rather than community-wide;

4. Other facilities permitted by the Act;

The funding of public facilities to be owned and operated by public agencies other than the City shall be considered on a case-by-case basis and allowed in accordance with Section 53316.2 of the Act when appropriate. If the proposed financing is consistent with a public facilities financing plan approved by the City, or the proposed facilities are otherwise deemed to be appropriate for financing by a CFD and are consistent with approved land use plans for the property, the City shall consider entering into a joint community facilities agreement or joint powers authority with the public agency that will own and operate any such facilities, in order to finance the facilities. Such agreement must be entered into in accordance with Section 53316.2, 53316.4 and 53316.6 prior to the adoption of the resolution of formation relating to the formation of any CFD, unless otherwise permitted under the Act.

The City will consider on a case-by-case basis CFDs established for the provision of paying all or a portion of the cost and expense of maintaining and operating any of the foregoing facilities or other facilities eligible to be funded under the Act. Eligible services are as specified in the Act. CFDs may be established solely for such purpose of such purpose may be served as a component of a CFD established for any other purpose under the Act.

The City will consider on a case-by-case basis CFDs established for the provision of services eligible to be funded under the Act. Eligible services are as specified in the Act. CFDs may be established solely for such purpose of such purpose may be served as a component of a CFD established for any other purpose under the Act.

Required Credit Quality

The Council adopts the requirements of Section 53345.8 of the Act as sufficient minimum standards for the credit quality of any bonds issued pursuant to the Act. CFD bond issues should have at least a three to one value of property in the District as a whole to public lien ratio after calculating the value of the financed public improvements to be installed. Property value may be based on either an appraisal or on assessed values as indicated on the County Assessor's tax roll.

Disclosure to Property Purchasers

The Council finds that the statutory requirements of disclosure to property purchasers contained in the Act, most notably, but not limited to, Sections 53328.3, 53328.5 (including the referenced sections of the California Streets and Highways Code), 53340.2 and 53341.5 adequately address this need, and no additional procedures need be imposed by the City. The Council reserves the right to require additional disclosure procedures in any particular case.

Requirements for Special Tax Formulas

The City shall retain a special tax consultant to prepare a report which recommends a special tax for the proposed CFD and evaluates the special tax proposed to determine its ability to adequately fund identified public facilities, City administrative costs, services (if applicable) and other related expenditures. Such analysis shall also address the resulting aggregate tax burden of all proposed special taxes plus existing special taxes, ad valorem taxes and assessments on the properties within the CFD. The maximum special tax shall include the annual administrative costs of the City to administer the district and shall establish tax rates corresponding to the adopted land use designations on each parcel.

The proposed amount and apportionment of the special tax for each CFD shall comply with the following criteria:

1. The special tax formula shall be structured to produce sufficient annual special tax revenue to pay:

a) annual debt service on special tax bonds which have been or are expected to be issued, if any;

b) amounts needed to replenish any reserve funds for such bonds;

(c) reasonable annual administrative expenses of the City in the administration of the special taxes and the bonds, if any, of the CFD, including without limitation fees and expenses of trustees, fiscal agents, special tax consultants arbitrage rebate compliance consultants, arbitrage rebate payments, and any incidental expenses related thereto; and

(d) the cost of any maintenance, services and "pay as you go" programs funded by the CFD special tax.

2. The rate and method of apportionment may provide for an annual increase in the maximum special tax for residential properties not to exceed two percent (2%) annually and shall provide for prepayment and discharge of that portion of the special tax obligation on any residential properties pertaining to debt service on special tax bonds, if any, as distinguished from that portion of the special tax obligation on such residential properties pertaining to maintenance, services, or other pay-as-you-go programs.

3. The total projected annual special tax revenues, less estimated annual administrative expenses, maintenance, services, and pay-as-you-go program costs, shall be at least equal to the projected annual gross debt service on outstanding special tax bonds, if any.

4. All property within the CFD not otherwise statutorily exempted or owned (or to be owned) by a public entity and to be benefited shall bear its appropriate share of the special tax liability, as determined in the rate and method of apportionment of special taxes for the CFD.

Appraisal Standards

The definitions, standards and assumptions to be used for appraisals shall be determined by City staff on a case-by-case basis, with input from City consultants and CFD proponents, and may include relevant definitions, standards and assumptions promulgated by the State of California. All appraisal valuation determinations shall be in accord with the requirements of Section 53345.8 of the Act. The appraisal shall be coordinated by and under the direction of the City. The City may retain a consultant to prepare a report to verify market absorption assumptions and projected sales prices of the properties which may be subject to the maximum special tax in the CFD. The appraiser shall be selected by the City. The appraisal should be dated within six months of the date the bonds are issued and contain a bulk sale analysis and value determination when appropriate, as determined by the City and the City's consultants. The public lien amount shall include the bond issue currently being sold plus any public indebtedness (including assessments and special taxes) secured by a recorded lien on real property currently existing against the properties to be taxed.

Acquisitions

The City and the applicant or property owner shall mutually agree upon facilities to be acquired and the method of determining reasonable acquisition costs pursuant to an acquisition agreement prior to the closing of the sale of bonds. The acquisition agreement shall provide an itemized list of the improvements proposed for acquisition which gives a line item description of the individual items and the total estimated cost for each item. The acquisition agreement or some other form of agreement shall provide for payment by the property owner or developer of

any shortfall of the cost of the improvements to be acquired over the amount available from bond proceeds or pay-as-you-go collections of the special tax for payment.

To the extent required by law, specifications and contracts must require payment of "prevailing wages" as set forth in Sections 1720-1861 of the Labor Code of the State of California, where improvements are to be acquired and reimbursement made therefor. City staff will provide the necessary documents which must be included in the contract to comply with the Labor Code.

Use of Consultants

The City shall select all consultants necessary for the formation of the CFD and the issuance of bonds, including the underwriter(s), bond counsel, financial advisor(s), appraiser(s), market absorption study consultant and the special tax consultant. While the City will consult with the proponent of a CFD as to the consulting and financing team to be selected for the CFD, prior consent of any such proponent or any land owner within a CFD shall not be required in the determination by the City of the consulting and financing team, nor shall any proponent or land owner have the right to select any consultant.

Costs Related to CFD Formation and Use

All City and consultant costs incurred in the evaluation of a proposed CFD will be paid by the proponents of the CFD. City staff shall use all reasonable efforts not to incur any expense for processing a CFD which is not eligible to be reimbursed from CFD special tax or CFD bond proceeds. Expenses incurred by the City that are not chargeable to the CFD shall be borne by the proponents of the CFD to the greatest extent appropriate.

On or prior to submission of a Petition for formation of a CFD, the proponents shall pay to the City a deposit in an amount to be determined by the Finance Director, to be applied towards the initial costs of the City incurred in connection with the creation and administration of the CFD, which shall include, but are not limited to, reimbursement for the time and expenses of City staff and related costs, as well as the fees and expenses of any consultants to the City (such as engineering, legal, financing and special tax consultants) employed in connection with the formation of the CFD, costs of appraisals, studies and other reports necessary or deemed advisable by the City staff in forming the CFD, costs of publication of notices, preparation and mailing of ballots and other costs related to any election for the CFD, any special tax to be levied or any bonded indebtedness thereof, the costs of any action prosecuted in court to validate

any aspect of the CFD, its special tax and/or any bonds, a reasonable charge of the City, for an allocable share of administrative expense of City staff directly engaged in the CFD, and any and all other costs and expenses incurred by the City in the creation of the CFD.

Formation Compensation to City

On or before the closing date for bonds issued by the City for a CFD to finance infrastructure for new development and related costs, the City shall be compensated by the proponents for providing a CFD as the financing mechanism for costs of development. Such compensation may be payable in part on or prior to submission of the Petition for formation of a CFD, with the total amount due not later than the closing date of the bonds issued by the City for the CFD. The amount of such compensation shall be, for bonds issued in the amount of $20,000,000 or more, not less than 1.5% of the principal amount of such bonds, and for bonds issued in an amount of less than $20,000,000, not less than 2.5% of the principal amount of such bonds. Such amount may be paid from proceeds of the CFD as an authorized cost related to the improvements.

Use and Waiver of Guidelines

The City may find in limited and exceptional instances that a waiver to any of the above stated policies is warranted given identified special City benefits to be derived from such waiver. Such waivers are granted only by action of the City Council and based upon stated policies as warranted given identified special City benefits to be derived from such specific public purpose, economic and/or health and safety findings.

Memorandum

Date: January 11, 2005

To: Mayor and Members of the City Council

From: William J. Thomas, Finance Director

Subject: **RESOLUTION CHANGING SIGNATORIES ON THE CITY'S ACCOUNTS**

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 01-2005 changing the signatories on the City's accounts.

BACKGROUND AND DISCUSSION:

The signatories on the City's accounts which include checking and money market funds are the Mayor, Vice-Mayor, City Manager, and the Chief Financial Officer. With the change in the Mayor and Vice-Mayor positions, it is necessary to change the signatories as required by the City's bank. Since the Mayor (Ken Cooley) is a signatory, there is a need only to add the Vice Mayor (Robert McGarvey) to the account. The attached resolution, by identifying signatories, will replace the current signatories.

Attachment: Resolution No. 01-2005

AGENDA ITEM # 8

CITY OF RANCHO CORDOVA

RESOLUTION NO. 01-2005

A RESOLUTION OF THE CITY COUNCIL OF RANCHO CORDOVA CHANGING SIGNATORIES ON THE CITY'S CHECKING ACCOUNT AND MONEY MARKET ACCOUNT WITH US BANK

WHEREAS, the City maintains bank accounts with US Bank; and

WHEREAS, in the maintenance of those bank accounts, it is necessary to establish authorized City signatories to conduct fiduciary activities on behalf of the City, and

WHEREAS, authorized City signatories must be kept current to enable the fiduciary business of the City to continue.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rancho Cordova hereby authorizes the named persons on the attached Depository Services Resolution for Governmental Agencies to be authorized signatories on the City's checking account and money market account.

ADOPTED, this 18th day of January, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

DEPOSITORY SERVICES RESOLUTION FOR GOVERNMENTAL ENTITIES

DEPOSITOR NAME: CITY OF RANCHO CORDOVA

CONTACT: WILLIAM THOMAS

ADDRESS: 3121 GOLD CANAL DRIVE
RANCHO CORDOVA, CA 95670-6111

TAX IDENTIFICATION NUMBER: 800058934

I, Robert J. McGarvey (*name of certifying officer*) do hereby certify that I am the Vice Mayor (*title of certifying officer*) of the above-named governmental entity (*therein called the "Depositor"*) a Municipal Corporation existing under the laws of the State of California and that the following is a true, complete and correct copy of resolutions adopted at a meeting of the Depositor duly and properly called and held on the _____ day of _____, 20____; that a quorum was present at said meeting; and that said resolutions are now in full force and effect.

RESOLVED, that U.S. Bank National Association is hereby designated as a depository of the Depositor with authority to accept or receive at any time for the credit of the Depositor deposits by whomsoever made of funds and other property in whatever form or manner transferred to endorsed; and that any officer of the Depositor is hereby authorized to open or cause to be opened one or more accounts with the Bank on such terms, conditions and agreements as the Bank may now or hereafter require and to make any other agreements deemed advisable in regard to any of the foregoing. Depositor acknowledges and agrees that the services contemplated by this resolution shall be governed by the U.S. Bank Customer Agreement for commercial deposit accounts, as amended from time to time.

RESOLVED, that checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the Depositor on deposit with the Bank shall be binding on the Depositor when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the Depositor from time to time.

RESOLVED, that the Vice Mayor (*identify certifying officer by title*) hereby certifies to the Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signatures (actual or facsimile) of the persons then authorized to sign or to act. The Bank shall be fully protected in relying on such certificates and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the Bank shall be indemnified and saved harmless by the Depositor from any

claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

RESOLVED, That these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank; and

RESOLVED, That any and all transactions by or on behalf of the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

I further certify that the officers of the Depositor signing the resolution, have, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named, and that such persons have full power and authority to exercise the same.

I further certify that the names, titles (if any) and signatures (actual or facsimile) of the persons authorized to sign or act on behalf of the Depositor by its governing board identified above are as set forth below in the section of this Resolution entitled "Authorized Signers".

I further certify, under penalties of perjury, that the tax identification number shown above is correct and that the Depositor is not subject to backup withholding because (a) it is exempt, (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding.

Account Number: 153453157031 CHECKING

Authorized Signers

Name	**Title**	**Signature**
KENETH COOLEY	MAYOR	
WILLIAM THOMAS	FINANCE OFFICER	
TED A. GAEBLER	CITY MANAGER	
ROBERT J. MCGARVEY	VICE MAYOR	

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Depositor this _____ day of _____, 20_____.

_____ _____

(Certifying Officer) *(Title)*

_____ _____

(*Attest by one other officer*) (*Title*)

Staff Report

Date: January 18, 2005

To: Honorable City Council

From: Adam Lindgren, Assistant City Attorney

Subject: A Resolution Creating Special Tax Area Zone 25 and an Ordinance Establishing a Special Tax for Police Protection Services for the Anatolia II Lot 8 ("Anatolia Commons") Subdivision, Owned by U.S. Home Corporation; RC 04-070

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution, and waive the first reading and introduce the attached ordinance.

DISCUSSION

The City has determined that the cost of providing City law enforcement services will exceed existing municipal revenues. Government Code section 53978 provides a statutory basis for the adoption of a special tax for police services. The City Council adopted Resolution No. 30-2003 at the July 1, 2003 City Council meeting providing for a special tax for police services to be imposed upon new development within the City. Pursuant to that resolution, a property owner must approve a special tax on the parcels within a subdivision as a condition of approval by the City. The City Council must then adopt a resolution establishing a zone including the subdivision and an ordinance creating the special tax.

For the Anatolia Commons project, a tentative tract map and Special Development Permit were submitted for City approval, and the owner's predecessor in interest, SunRidge LLC, agreed to the special tax. The tentative tract map for 99 single-family lots and a Special Development Permit for reduced lot size and building setbacks in the RD-10 zone, was approved by the City on November 10, 2004 (via Resolution No. 17-2004). The police tax requirement was made a condition of approval of the map approval.

A separate tax zone is being created contiguous to the boundaries of the Anatolia Commons subdivision, as described on Exhibit A to the resolution. Pursuant to the ordinance, the ballots will be returned and tabulated by the City and the results declared at the City Council meeting on March 21, 2005.

AGENDA ITEM # 9

MOTION

"I move that the City Council adopt the attached resolution, and waive the first reading and introduce the attached ordinance."

ATTACHMENTS

1. Ordinance Establishing a Special Tax for Police Protection Subject to Voter Approval within the Anatolia Commons Subdivision

2. Resolution Creating Special Tax Area Zone 25

DRAFT

CITY OF RANCHO CORDOVA

ORDINANCE NO. 01-2005

AN ORDINANCE OF THE CITY OF RANCHO CORDOVA ESTABLISHING A SPECIAL TAX FOR POLICE PROTECTION SUBJECT TO VOTER CONFIRMATION FOR THE ANATOLIA II LOT 8 ("ANATOLIA COMMONS") SUBDIVISION

THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DOES ORDAIN AS FOLLOWS:

Section 1. Purpose, Intent and Authority.

It is of critical importance to the City Council of the City of Rancho Cordova that residents of the City be provided with high quality police services. In carefully reviewing the City's preincorporation Comprehensive Fiscal Analysis (CFA) with the Sheriff's Department, it has become clear to City staff that the City budget does not contain adequate funding to assure the continued delivery of adequate high quality law enforcement services unless additional revenues are obtained.

It is the purpose and intent of this Ordinance to generate additional funds to pay for police services by authorizing the levy of a tax on improved parcels of real property on the secured property tax roll of Sacramento County that are within Zone 25 of the Rancho Cordova Special Police Tax Area.

This tax is a special tax within the meaning of Section 4 of the Article XIIIA of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel and use of property basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to ad valorem property taxes are intended to apply to the collection and administration of this tax (Section 4 of this Ordinance), as authorized by law.

The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, for paying the salaries and benefits of police protection personnel, and for such other police protection service expenses as are deemed necessary for the benefit of the residents of Zone 25.

This Ordinance is enacted pursuant to the authority of Government Code Section 53978.

Section 2. Definitions.

The following definitions shall apply throughout this Ordinance.

A. "Constant first year dollars" shall mean an actual dollar amount which, in years subsequent to the first fiscal year the tax is levied, shall have the same purchasing price as the base amount in first fiscal year dollars as measured by the Consumer Price Index. The base amount shall be the amount of tax per parcel as specified in Section 3.A herein. The adjustments from actual to constant dollars shall be made by use of the Consumer Price Index, as specified in Section 3.B herein.

B. "Consumer Price Index" means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Consumer Price Index had not been discontinued or revised.

C. "Fiscal year" means the period of July 1 through the following June 30.

D. "Rancho Cordova Special Police Tax Area" means all the properties within the jurisdictional limits of the City of Rancho Cordova.

E. "Rancho Cordova Special Police Tax Area Zone 25" ("Zone 25") means that portion of the incorporated area of the City of Rancho Cordova located within the boundaries described in Exhibit A hereto and as shown on the map Exhibit B hereto.

F. "Parcel" means the land and any improvements thereon, designated by an assessor's parcel map and parcel number and carried on the secured property tax roll of Sacramento County. For the purposes of this Ordinance, parcel does not include any land or improvements outside of the boundaries of Zone 25 nor any land or improvements owned by any governmental entity.

G. Pursuant to Government Code §53978, "voter" means a person owning real property within Zone 25 at the time this Ordinance was adopted, as shown on the last equalized assessment roll prepared by the Sacramento County Assessor's Office.

Section 3. Amount and Level of Taxes.

The tax per year on each parcel in Zone 25 shall not exceed the amount applicable to the parcel, as specified below.

A. For First Fiscal Year:

The tax shall be assessed on a residential parcel within Zone 25 in the first fiscal year after a residential building permit has been issued for the parcel. The tax per year for the first fiscal year shall be the amount of Tax per Parcel for the Land Use Code Category as set forth on Exhibit C hereto. The use code assigned to each parcel shall be reviewed and updated periodically.

B. For Subsequent Fiscal Year:

In order to keep the tax on each parcel in constant first year dollars for each fiscal year subsequent to the first fiscal year, the tax per year shall be adjusted as set forth below to reflect any increase in the Consumer Price Index beyond the first fiscal year the tax is levied.

In June or July of each year, City Council shall determine the amount of taxes to be levied upon the parcels in Zone 25 for the then current fiscal year, as set forth below.

For each Land Use Code Category on Exhibit C, the tax per year on each parcel for each fiscal year subsequent to the first fiscal year shall be an amount determined as follows:

Tax per Parcel for then Current Fiscal Year	=	Tax per Parcel for First Fiscal Year	X	Consumer Price Index for the Period from April of Immediately Preceding Fiscal Year to April of then Current Fiscal Year

Provided, however, that in no event shall the tax per parcel for any fiscal year be less than the amount established for the first fiscal year.

The taxes levied on each parcel pursuant to this Article shall be a charge upon the parcel and shall be due and collectible as set forth in Section 4, below.

Section 4. Collection and Administration.

A. Taxes as Liens Against the Property.

The amount of taxes for each parcel each year shall constitute a lien on such property, in accordance with Revenue and Taxation Code Section 2187, and shall have the same effect as an ad valorem real property tax lien until fully paid.

B. Collection.

The taxes on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and are to be collected in the same manner in which Sacramento County collects secured roll ad valorem property taxes. Insofar as feasible and insofar as not inconsistent with this Ordinance, the times and procedure regarding exceptions, due dates, installment payments, corrections, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax:

i) The secured roll tax bills shall be the only notices required for this tax, and

ii) The homeowners and veterans exemptions shall not be applicable because such exemptions are determined by dollar amount of value.

C. **Costs of Administration by County.**

The reasonable costs incurred by the County officers collecting and administering this tax shall be deducted from the collected taxes.

Section 5. Severability Clause.

If any article, section, subsection, sentence, phrase of clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The voters of Zone 25 hereby declare that they would have adopted the remainder of this Ordinance, including each article, section, subsection, sentenced phrase or clause, irrespective of the invalidity of any other article, section, subsection, sentence, phrase or clause.

Section 6. Effective Date and Posting.

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within Zone 25 in an election to be held on March, 21 2005, so that taxes shall first be collected hereunder for the tax year beginning July 1, 2005.

ADOPTED, THIS 7th day of February, 2005 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

728012_1

Exhibit A

Description of Property

EXHIBIT "A"

DESCRIPTION OF PROPERTY

All that certain real property situate in a portion of portion of Section 17, Township 8 North, Range 7 East, Mount Diablo Meridian, City of Rancho Cordova, County of Sacramento, State of California, said property being more particularly described as follows:

All of Lot 8 as shown on that certain Final Map entitled "Large Lot Map of Anatolia " filed for record in Book 316 of Maps, at Page 8, Sacramento County Records.

See Exhibit B, plat to accompany description, attached hereto and made a part hereof.

This legal description is valid for a development agreement only and not intended to circumvent the Subdivision Map Act and shall not be used for sale, lease or finance. Any conveyance must comply with the Subdivision Map Act and local ordinances.

Craig E. Spiess P.L.S. 7944
Expires: December 31, 2005

Date:_____

PREPARED BY WOOD RODGERS, INC
SACRAMENTO, CALIFORNIA

Exhibit B

Map of Property

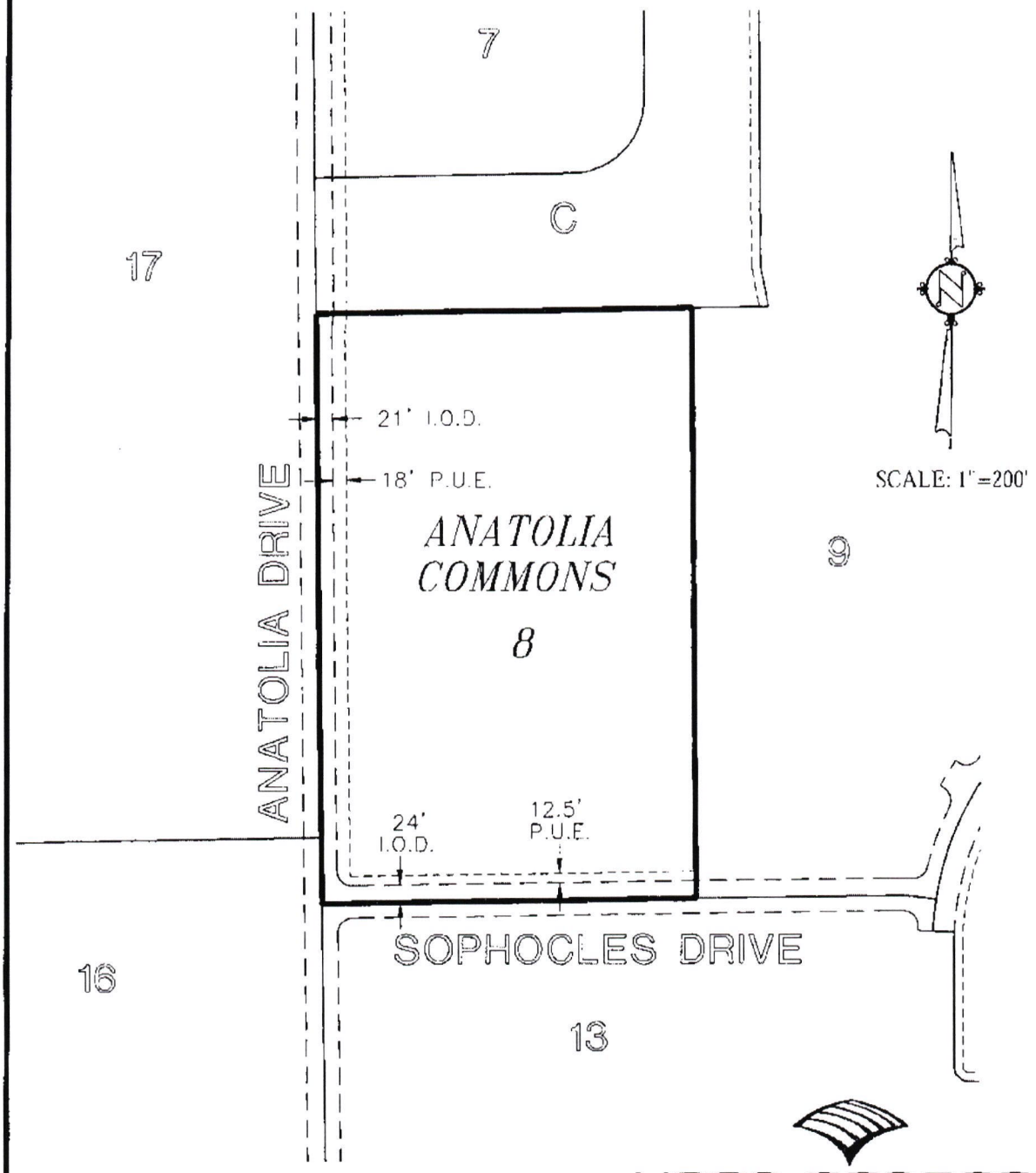
EXHIBIT B

PLAT TO ACCOMPANY
DESCRIPTION

ANATOLIA COMMONS

LOT 8 - 316 B.M. 8

CITY OF RANCHO CORDOVA
COUNTY OF SACRAMENTO STATE OF CALIFORNIA



SCALE: 1"=200'

SEE DESCRIPTION FOR
COURSE INFORMATION

WOOD RODGERS
ENGINEERING • MAPPING • PLANNING • SURVEYING
3301 C St., Bldg. 100-B Tel 916.341.7760
Sacramento, CA 95816 Fax 916.341.7767

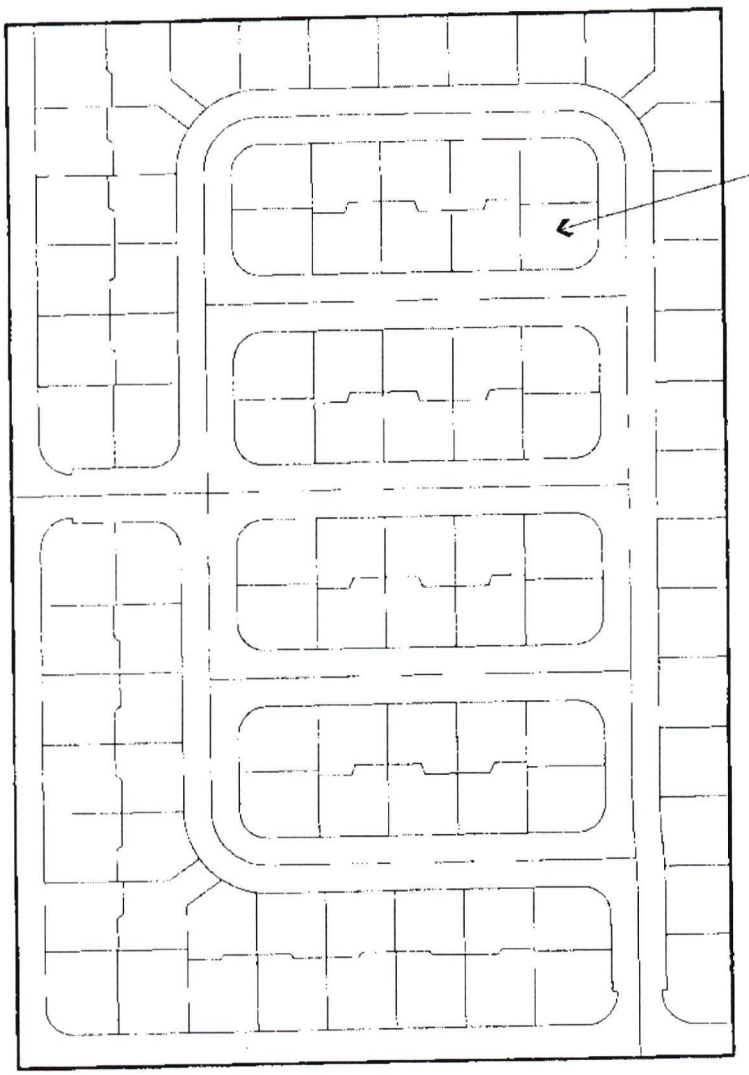
LAND USE MAP

ANATOLIA COMMONS

CITY OF RANCHO CORDOVA, CALIFORNIA

OCTOBER 8, 2004

EXHIBIT "B"



VILLAGE NO. 1
99 LOTS

LAND USE SUMMARY TABLE

VILLAGE NO.	GENERAL PLAN/ SPECIFIC PLAN/ ZONING DESIG.	TOTAL LOTS	ACRES GROSS
1	LDR/RD-10/RD-10	99 LOTS	9.0
TOTAL		99 LOTS	9.0

NOTE: GROSS ACREAGES INCLUDE ALL STREETS AND LANDSCAPE/DRAINAGE CORRIDORS.

NORTH

0 120

60 240

WOOD RODGERS
ENGINEERING • PLANNING • MAPPING • SURVEYING
3301 C STREET, BLDG. 100-B, SACRAMENTO, CA 95816
PHONE: (916) 341-7760 FAX: (916) 341-7767

Exhibit C

Amount of Tax per Parcel by Land Use Category

A. Residential Dwelling Units

The amount of Tax per Parcel for all residential dwelling Land Use Code Categories shall be $250 for each residential dwelling unit. (Multi-family residential units on a single parcel shall be assessed on a proportionately equivalent basis (e.g., a two-unit attached housing structure, such as a duplex, would be deemed to consist of two residential parcels for purposes of the police tax)).

B. Non-Residential

The amount of Tax per Parcel for all Non-Residential Land Use Per Categories (except Recreational and Agricultural) shall be $ .015 for each square foot of gross parcel area.

CITY OF RANCHO CORDOVA

RESOLUTION NO. 11 - 2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA CREATING SPECIAL TAX AREA ZONE 25 WITHIN THE RANCHO CORDOVA SPECIAL POLICE TAX AREA FOR THE ANATOLIA II (LOT 8) ("ANATOLIA COMMONS") SUBDIVISION

RECITALS

WHEREAS, it is the intention of the City Council to create Zone 25 within the City of Rancho Cordova Special Police Tax Area and authorize an election; and

WHEREAS, it is the intention of the City Council to adopt an ordinance establishing a special tax for police services within Zone 25; and

WHEREAS, the City recognizes the need for increased police protection services in Zone 25 and the difficulty of funding the current or increased level of services with revenues now available; and

WHEREAS, it is the intention of the City Council to direct the City Clerk to conduct the election required by Government Code section 53978, to be conducted by mail ballot pursuant to Elections Code Section 4000 and to be held on the earliest date permitted by law; and

WHEREAS, the Anatolia II Lot 8 subdivision was approved by the City on November 10, 2004. The approval allowed subdivision of nine-acre site into 99 single-family, medium-density residential units (Assessor's Parcel Number 067-0430-008); and

WHEREAS, the property owner has agreed to participate in the provision of funding to maintain and augment police services by voting to approve a special tax for the lots created by the approval. The initial tax is to be $ 250 per single-family residential parcel or residential parcel equivalent, and $ .015 for each square foot of gross parcel area of non-residential (excluding recreational and agricultural uses). Multi-family residential units on a single parcel shall be assessed on a proportionately equivalent basis (e.g., a two-unit attached housing structure, such as a duplex, would be deemed to consist of two residential parcels for purposes of the police tax); and

WHEREAS, this Resolution is adopted pursuant to Government Code section 53978; and

WHEREAS, under Government Code section 53978 and for the purposes of this Resolution, a "voter" entitled to vote on the creation of Zone 25 is a person who owns real property within Zone 25 at the time Ordinance No. ___-2005 is adopted, as shown on the last equalized assessment role prepared by the Sacramento County Assessor's Office.

NOW, THEREFORE, be it resolved as follows:

1. That portion of the City of Rancho Cordova described in Exhibit A is established as Zone 25 of the Rancho Cordova Special Police Tax Area.

2. That Ordinance No.___-2005 adopted this date is to be presented for approval of the voters of Zone 25 by a mail ballot election, to be held on March 21, 2005. The ballot proposition shall read as follows:

> "Shall Ordinance No. ___-2005 of the City Council of the City of Rancho Cordova be approved so as to authorize a special tax on property located in Zone 25 of the Rancho Cordova Special Police Tax Area to maintain the present level of police protection service and provide additional funding for increased police protection service?"

3. The City Clerk is directed to take all steps necessary to conduct the election required by this order. Said election shall be conducted by mailed ballot pursuant to Elections Code Section 4000 and shall be held on a date other than the same date as a statewide direct primary election on statewide general election as specified above.

ADOPTED, THIS 18th day of January, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

EXHIBIT A

Legal Description

EXHIBIT "A"

DESCRIPTION OF PROPERTY

All that certain real property situate in a portion of portion of Section 17, Township 8 North, Range 7 East, Mount Diablo Meridian, City of Rancho Cordova, County of Sacramento, State of California, said property being more particularly described as follows:

All of Lot 8 as shown on that certain Final Map entitled "Large Lot Map of Anatolia " filed for record in Book 316 of Maps, at Page 8, Sacramento County Records.

See Exhibit B, plat to accompany description, attached hereto and made a part hereof.

This legal description is valid for a development agreement only and not intended to circumvent the Subdivision Map Act and shall not be used for sale, lease or finance. Any conveyance must comply with the Subdivision Map Act and local ordinances.

Craig E. Spiess P.L.S. 7944
Expires: December 31, 2005

Date:_____

PREPARED BY WOOD RODGERS, INC
SACRAMENTO, CALIFORNIA

Staff Report

Date: January 18, 2005

To: Honorable City Council

From: Adam U. Lindgren, Assistant City Attorney

Subject: Resolution Declaring the Results of Mail Ballot Elections Regarding Special Taxes for Police Services for Special Police Tax Area Zones 16 through 24 (Anatolia I and II (RC 03-020) and Kennedy/Mills Station Road (RC 04-113))

RECOMMENDATIONS

Staff recommends approving Resolution 12-2005, announcing the results of the police tax elections concerning Special Tax Area Zones 16 through 24.

DISCUSSION

On July 1, 2003, the City Council approved Resolution 30-2003, which created the Rancho Cordova Special Police Tax Area and announced the City's intention to impose a police services tax on new development within the City. Pursuant to that resolution, a property owner must approve a special tax on the parcel(s) within a subdivision as a condition of approval by the City. The City Council must then adopt a resolution establishing a zone encompassing the subdivision, and an ordinance creating the special tax. Finally, in order to go into effect, the ordinance must be approved by two-thirds of the affected property owners voting in a mail-ballot election to be held by the City.

Pending Elections

In accordance with this above-described process, the City recently adopted several resolutions creating several zones within the Rancho Cordova Special Police Tax Area. In addition, the City adopted various ordinances corresponding with these resolutions, establishing the special taxes for police services subject to landowner-voter confirmation, as follows:

Tax Zone	Subdivision / Resolution / Ordinance
Zone 16	Anatolia I Village 2 subdivision Resolution 170-2004, adopted November 15, 2004 Ordinance 57-2004, adopted December 6, 2004

Zone 17:	Anatolia I Village 5 subdivision Resolution 171-2004, adopted November 15, 2004 Ordinance 58-2004, adopted December 6, 2004
Zone 18:	Anatolia I Village 6 Subdivision Resolution 172-2004, adopted November 15, 2004 Ordinance 59-2004, adopted December 6, 2004
Zone 19:	Anatolia II Village 10 Subdivision Resolution 173-2004, adopted November 15, 2004 Ordinance 60-2004, adopted December 6, 2004
Zone 20:	Anatolia II Village 11 Subdivision Resolution 174-2004, adopted November 15, 2004 Ordinance 61-2004, adopted December 6, 2004
Zone 21:	Anatolia II Village 13 Subdivision Resolution 175-2004, adopted November 15, 2004 Ordinance 62-2004, adopted December 6, 2004
Zone 22:	Anatolia II Village 14 Subdivision Resolution 176-2004, adopted November 15, 2004 Ordinance 63-2004, adopted December 6, 2004
Zone 23:	Anatolia II Village 16 Subdivision Resolution 177-2004, adopted November 15, 2004 Ordinance 64-2004, adopted December 6, 2004
Zone 24:	Kennedy / Mills Station Subdivision Resolution 178-2004, adopted November 15, 2004 Ordinance 65-2004, adopted December 6, 2004

Ballots were mailed out to property owners following approval of the ordinances. The ballots will be tabulated and the results will be announced by the City Clerk at this City Council meeting.

The Council should now announce the result of the elections. If the tax in each election has been approved by at least two-thirds of the property owners voting, the tax will go into effect effective July 1, 2005.

The following are the responses to the question on the ballots, which asks whether the

applicable landowner approves of the City ordinance authorizing a special tax in the zone encompassing the landowner's property:

Special Tax Area Zone 16: 1 "yes"; __ "no's";
Special Tax Area Zone 17: 1 "yes"; __ "no's";
Special Tax Area Zone 18: 1 "yes"; __ "no's";
Special Tax Area Zone 19: 1 "yes"; __ "no's";
Special Tax Area Zone 20: 1 "yes"; __ "no's";
Special Tax Area Zone 21: 1 "yes"; __ "no's";
Special Tax Area Zone 22: 1 "yes"; __ "no's";
Special Tax Area Zone 23: 1 "yes"; __ "no's"; and
Special Tax Area Zone 24: 1 "yes"; __ "no's"

CITY OF RANCHO CORDOVA

RESOLUTION NO. 12 - 2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DECLARING THE RESULTS OF ELECTIONS FOR SPECIAL TAXES FOR POLICE SERVICES WITHIN THE CITY

WHEREAS, pursuant to Government Code section 53978, the City Council adopted Ordinance 30-2003 creating the Rancho Cordova Special Police Tax Area and indicating its intent to impose the tax on new development in the City; and

WHEREAS, the City has recently adopted several resolutions (listed in Attachment 1 hereto), recognizing the need for increased police protection services in various areas of the City and the difficulty of funding current or increased levels of such services with available revenues. In adopting these resolutions, the City created various zones within the Rancho Cordova Special Police Tax Area and authorized elections in such zones, to be conducted by mail ballot; and

WHEREAS, the City has recently adopted various ordinances (also listed in Attachment 1 hereto), corresponding with the above-described resolutions, which establish the special taxes for police services subject to landowner-voter confirmation; and

WHEREAS, the various police tax ordinances take effect immediately upon confirmation by two-thirds of the voters voting within the relevant zone, so that taxes will be first collected for the tax year beginning July 1, 2005.

WHEREAS, the ballots sent to the various owners asked them a single question in the form of: "Shall Ordinance No. __-2005 of the City Council of the City of Rancho Cordova be approved so as to authorize a special tax on property located in Zone __ of the Rancho Cordova Special Police Tax Area to maintain the present level of police protection service and provide additional funding for increased police protection service?"; and

WHEREAS, police tax elections have now been conducted, and the owners of real property subject to the police tax zones have voted on the issue of whether to approve the ordinance authorizing the special tax in the zone in which that owner's property is located; and

WHEREAS, the City now wishes to declare the results of the police tax elections for several different zones.

NOW THEREFORE, the City Council of the City of Rancho Cordova hereby declares as follows:

1. The foregoing recitals are all true and correct.

2. The City Clerk has tabulated the police tax ballots and the following are the responses to the question on the ballot asking whether the applicable landowner approved of the City ordinance authorizing a special tax in the zone encompassing the landowner's property, in order to maintain the

present level of police protection service and provide additional funding for increased police protection service:

Special Tax Area Zone 16: 1 "yes"; __ "no's";

Special Tax Area Zone 17: 1 "yes"; __ "no's";

Special Tax Area Zone 18: 1 "yes"; __ "no's";

Special Tax Area Zone 19: 1 "yes"; __ "no's";

Special Tax Area Zone 20: 1 "yes"; __ "no's";

Special Tax Area Zone 21: 1 "yes"; __ "no's";

Special Tax Area Zone 22: 1 "yes"; __ "no's";

Special Tax Area Zone 23: 1 "yes"; __ "no's"; and

Special Tax Area Zone 24: 1 "yes"; __ "no's"

3. In accordance with the ordinances referenced herein, stipulating that the police taxes for the zones discussed herein take effect immediately upon confirmation by two-thirds of the voters voting within the relevant zone, the police taxes for the zones discussed herein shall take effect immediately, so that taxes will first be collected hereunder for the tax year beginning July 1, 2005.

On a motion by Councilperson _____, seconded by Councilperson_____, the foregoing resolution was passed and adopted by the City Council of the City of Rancho Cordova, this 18th day of January, 2005, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

Attachment 1

List of Resolutions Creating Police Tax Zones and Ordinances Establishing Police Taxes

Listed herein are the resolutions creating Special Tax Area Zones 16 through 24 within the Rancho Cordova Special Police Tax area, and the ordinances establishing special taxes for police protection:

Zone 16	Anatolia I Village 2 subdivision Resolution 170-2004, adopted November 15, 2004 Ordinance 57-2004, adopted December 6, 2004
Zone 17:	Anatolia I Village 5 subdivision Resolution 171-2004, adopted November 15, 2004 Ordinance 58-2004, adopted December 6, 2004
Zone 18:	Anatolia I Village 6 Subdivision Resolution 172-2004, adopted November 15, 2004 Ordinance 59-2004, adopted December 6, 2004
Zone 19:	Anatolia II Village 10 Subdivision Resolution 173-2004, adopted November 15, 2004 Ordinance 60-2004, adopted December 6, 2004
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MEMORANDUM

DATE: January 18, 2005

TO: Honorable City Council

FROM: Lillian Hare, HR Director/City Clerk

SUBJECT: **ADOPTION OF RECORDS RETENTION SCHEDULE**

RECOMMENDATION

Adopt Resolution No. 02-2005 adopting a Records Retention Schedule for the City. Adoption of the proposed resolution will establish the City's Records Retention Schedule and will provide for the efficient records management and the future disposal of records upon the request of the department and the written approval of the City Attorney.

BACKGROUND

The City has developed records retention schedules for each department with the assistance of an expert in municipal government records. The adoption of these retention schedules will result in efficiency gains and cost savings, and facilitate the effective implementation of a future document imaging system.

Gladwell Governmental Services, Inc, an expert in local government records, provided technical expertise in the development of a comprehensive retention schedule for the City.

The schedules will reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law. In addition, the schedules are designed to guide employees in planning for a future document imaging or electronic document management system (EDMS).

The need for a well-defined records retention schedule is driven by many factors, including:

- Many departments are filing and storing copies of the same records
- Rancho Cordova will produce and manage many permanent records
- Lack of storage space
- Technology advancements, including document imaging
- Changes in law, including the adoption of statewide retention guidelines

AGENDA ITEM # 11

The purpose of a records management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all City records.

The retention schedules provide clear, specific record descriptions and retention periods, and apply current law and technology to the management of Rancho Cordova's records. By identifying which department is responsible for maintaining the original records, and by establishing clear retention periods for different categories of records, Rancho Cordova will realize significant savings in labor costs, storage costs, save filing cabinet and office space, and realize operational efficiencies. While the Records Retention Schedule is detailed and somewhat complex, employees have been trained and are familiar with its application.

The appropriate Department Head, the City Clerk and the City Attorney have reviewed and approved the Records Retention Schedules.

Attachment(s): Resolution No. 02-2005
Retention Schedules

RESOLUTION NO. 02-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Rancho Cordova; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Rancho Cordova, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Attorney, without further action by the City Council of the City of Rancho Cordova.

Section 2. With the consent of the City Attorney and City Manager, updates are hereby authorized to be made to the Records Retention Schedules without further action by the City Council of the City of Rancho Cordova.

Section 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; is defined by the California Public Records Act.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on **January 18, 2005** by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____

KEN COOLEY, MAYOR

ATTEST:

_____

LILLIAN E. HARE, CITY CLERK

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records will also be provided. (NOTE – the index is done after the schedules are completed)

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The Citywide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the Citywide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, CMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

Records must be destroyed only in the ordinary course of business in accordance with the City's policies and procedures, and in full compliance with applicable Federal, State and Municipal laws.

For questions, please contact the City Clerk.

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Classification: The method of filing and retrieving records (File Number). Most will be alphabetical; some will be numeric, geographic, or subject.

Records Description / Folder Subject: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

Retention/Disposition:
Active: How long the file remains in the immediate office area
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options: The form of the record -
Mag = Computer Magnetic Media (hard drive, disks, tapes, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD, DVD or other media which does not allow changes

Scan / Import:
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd: QC'd=Quality Checked. "Yes" indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk - CD, WORM or DVD), and then each page Quality Checked ("QC'd").

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UBC: Uniform Building Code
USC: United States Code (US)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
UFC: Uniform Fire Code
VC: Vehicle Code (CA)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Atty. Gen.: Attorney General Opinions (CA)
UAC: Uniform Administrative Code
UPC: Uniform Plumbing Code
W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Human Resources	CW-01	Accident, Incident, Injury reports: **EMPLOYEES and MEMBERS OF THE PUBLIC.** Includes associated MSDS (Material Safety Data Sheet), if applicable	When No Longer Required		When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-02	Accounts Payable, Invoices, Petty Cash, etc.	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-03	Advertising (Legal)	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1)
City Clerk	CW-04	Agenda Staff Reports (City Council)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes	GC §34090.7

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Adopted:

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Clerk	CW-05	Agreements & Contracts **(ALL, including DDAs, OPAs, MOUs and MOAs) Agreement or Contract, Insurance Certificates & Notices of Completion.** *Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, and amendments)*	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All agreements, service agreements, and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-06	Agreements & Contracts (**All Infrastructure) Change orders** (examples of Infrastructure: Architects, Buildings, bridges, covenants, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water, etc.)	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337, 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Lead Dept.	CW-07	Agreements & Contracts (**All Non-Infrastructure) Change orders** (examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.	CW-08	Agreements & Contracts: **ADMINISTRATIVE FILES - NOT funded by a grant** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Lead Dept.	CW-09	Agreements & Contracts: **ADMINISTRATIVE FILES - WITH grant funding** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090
Lead Dept.	CW-10	Agreements & Contracts: **UNSUCCESSFUL BIDS or RESPONSES to RFPs** (Request for Proposals) **and/or RFQs** (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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Public Works	CW-11	Americans with Disabilities Act (ADA) requests for accommodation - Public	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090
Finance	CW-12	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-13	Bids: See Agreements & Contracts								
Staffing Dept.	CW-14	Boards and Committees: **AUDIO RECORDINGS** of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	30 days or after Minutes are approved (whichever is longer)		30 days or after Minutes are approved (whichever is longer)		Tape (Mag)			City preference; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)
Lead Dept.	CW-15	Boards, Commissions, & Committees **Internal** - Attended by employees: **All Records** (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Staffing Dept.	CW-16	Boards, Commissions, & Committees: **Citizens Advisory** Formed by CITY COUNCIL (**Agendas, Notices, Affidavits of Postings, Proof of Publications,** etc.)	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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Staffing Dept.	CW-17	Boards, Commissions, & Committees: **Citizens Advisory** Formed by CITY COUNCIL **(MINUTES & BYLAWS)**	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Staffing Dept.	CW-18	Boards, Commissions, & Committees: **City Council Subcommittees (All records)**	2 years		2 years		Mag, Ppr			Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-19	Boards, Commissions, & Committees: **External** Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-20	Boards, Commissions, & Committees: **Separate Jurisdictions and Districts** (Ad Hoc & Standing Committees - e.g., "2 by 2s") **(All records)**	2 years		2 years		Mag, Ppr			All recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-21	Brochures: See Reference Manuals								
City Clerk	CW-22	Budgets - Finals	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Finance	CW-23	Cash Receipts Detail / Backup / Accounts Receivable	When No Longer Required		When No Longer Required		Mag, Ppr			All detail is sent to Finance; GC §34090.7
City Clerk	CW-24	City Attorney Opinions	When No Longer Required		When No Longer Required		Mag, Ppr			Send all originals to City Clerk; GC §34090.7
Human Resources	CW-25	Complaints (against Personnel - typically Peace Officers or Human Resources: e.g. misconduct, abuse, excessive force, etc.)	When No Longer Required		When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all originals to Human Resources; GC §34090.7
Lead **(Responding)** Dept.	CW-26	Complaints / Service Orders (operational)	2 years		2 years		Mag Ppr			City preference to be consistent with correspondence; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-27	Contracts: See Agreements								
	CW-28	Copies or duplicates of any record	When No Longer Required		When No Longer Required		Mag Ppr			GC §34090.7

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Dept. that **Authors** Document	CW-29	Correspondence - **ROUTINE** (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-30	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** not retained in the ordinary course of business (e.g. e-mail, calendars, checklists, logs, computer sign-ups, mailing lists, supply inventories, transmittal letters, thank yous, meeting room registrations, requests from other cities, undeliverable envelopes, voice mails, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252
City Clerk	CW-31	Deeds and Easements (All)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7

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Lead Dept.	CW-32	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Finance	CW-33	Employee Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Payroll Exception Reports / Timesheets **WITH** employee signatures	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7
Lead Depart.	CW-34	GIS database - Historical Output (Zoning Map, etc.)	Provide Output to Lead Department after each Change		Provide Output to Lead Department after each Change	Yes	Mag.			Historical records are maintained by the Lead Department; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-35	Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090
Lead Dept.	CW-36	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

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Human Resources	CW-37	Grievances and Informal Complaints (Employees) - ALL	Upon Disposition		Upon Disposition	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Finance / Risk Manag.	CW-38	Injury reports: **EMPLOYEES**	When No Longer Required		When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
City Clerk	CW-39	Insurance Certificates (for Contracts, Vendors, etc.)	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	Mfr	Yes: After Inactive	GC §34090.7
City Clerk	CW-40	Lawsuits, Litigation, Pending Litigation	When No Longer Required (Upon Settlement)		When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	City Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
City Clerk	CW-41	Liability Claims	When No Longer Required		When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §34090.7

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Police	CW-42	Lost Articles (coats, etc.)	Transfer to the Police Department		Transfer to the Police Department					Law requires the City to turn the property over to the Police Department, who retains for 90 days then sells the item at public auction; CCP §2080 et seq.
	CW-43	Minutes: See Commissions, Committees and Boards								
City Clerk	CW-44	Minutes - City Council or Redevelopment Agency	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-45	Municipal Code (these are copies)	When No Longer Required		When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-46	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-47	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090

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City Clerk	CW-48	Ordinances - City Council or Redevelopment Agency	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-49	Personnel Files	Do Not Retain in Department		Do Not Retain in Department	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources, only the Supervisor's file is maintained in departments); GC §34090.7
Lead Dept.	CW-50	Personnel Files (**Supervisor's Notes**)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-51	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-52	Press Releases	2 years		2 years		Mag, Mfr, OD, Ppr			GC §34090
Finance / Purchasing	CW-53	Purchase Orders, Purchase Requisitions	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Ppr			Purchasing is OFR; Financial records are audited annually; GC §34090.7

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City Clerk	CW-54	Real Estate Appraisal Reports: Property NOT purchased, Loans NOT funded, etc.	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Ppr			City Clerk is OFR; GC §34090.7
City Clerk	CW-55	Records Destruction Lists / Certificate of Records Destruction	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-56	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by **OTHER Departments**	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-57	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-58	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by **YOUR Department**	Minimum of 2 years		Minimum of 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
	CW-59	Reference or Working Files: See Correspondence								

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Lead Dept.	CW-60	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-61	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-62	Resolutions - City Council or Redevelopment Agency	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Dept. **Providing** Service / Work	CW-63	Service Requests (Department responding to citizen retains originals)	3 years		3 years		Mag Ppr			Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Lead Dept.	CW-64	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Ppr			Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §34090 et seq.

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Lead Dept.	CW-65	Special Event Permits	Expiration + 4 years		Expiration + 4 years	Yes: During Class or Program	Mag, Ppr			Department Preference; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; CCP §§ 337 et seq.; GC §34090
Lead Dept.	CW-66	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	2 years		2 years		Mag, Ppr			GC §34090
	CW-67	Tapes: See Boards & Commissions								
Lead Dept.	CW-68	Telephone Messages / Voice Mail	When No Longer Required		When No Longer Required		Ppr			As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252

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Lead Dept.	CW-69	Training (Attendance Rosters, Outlines and Materials; includes safety training)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources	CW-70	Volunteer / Unpaid Intern Applications & Agreements - All Applicants	When No Longer Required		When No Longer Required		Ppr			Send all originals to AS / Risk Management; GC §34090.7
Dept. **Providing** Service / Work	CW-71	Work Orders / Work Requests (Department **providing** service retains originals; department requesting service is considered a copy)	3 years		3 years		Mag Ppr			Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RECORDS RETENTION SCHEDULE: BUILDING

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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Building		Backflow Certifications - City Facilities	2 years		2 years		Mag, Ppr			UFC §2-5.7, UPC §603.3.3, GC §34090
Building		Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building		Building Permits and Building Permit Applications (All)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Statewide guidelines propose permanent; UAC §303.2, CBC §106.4.2, GC §34090, H&S §19850
Building		Building Plans and Construction Documents - **Finalled** - **RESIDENTIAL PRODUCTION HOME MASTER PLANS** (All Plans)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: Finalled + 1 year	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UAC §303.2; CBC §106.4.2; H&S§19850, GC §34090
Building		Building Plans and Construction Documents - **Finalled** - **RESIDENTIAL** (Plot Plan, Site Plan and selected Elevation Plans only)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: Finalled + 1 year	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UAC §303.2; CBC §106.4.2; H&S§19850, GC §34090

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Building		Building Plans and Construction Documents - **Finalled** - **RESIDENTIAL** (All others - does not include Plot Plan, Site Plan and selected Elevation Plans)	Completion + 90 days		Completion + 90 days	Yes (all)	Mag, Ppr			Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC and UAC require plans be retained 90 days from completion date for residential and appurtenances; UAC §303.2; CBC §106.4.2; H&S§19850, GC §34090
Building		Building Plans and Construction Documents - **Finalled** - **COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION** (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UAC §303.2; CBC §106.4.2; H&S§19850, GC §34090
Building		Certificates of Occupancy / Card File of Certifcates of Occupancy (Index)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose life of building; GC §34090
Building		Correction Notices, Inspections, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory / preliminary documents not retained after permit has been finalled and all corrections completed; GC §34090

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RECORDS RETENTION SCHEDULE: BUILDING

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition: Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Building		Compliance / Violation Cases: Notice of Violations / Stop Work Orders / Work started, but not completed, etc. (may include photographs)	Upon Resolution (minimum 2 years)		Upon Resolution (minimum 2 years)		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Building		Complaints / Violations	Upon Resolution (minimum 2 years)		Upon Resolution (minimum 2 years)		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Building		Job Cards - Index of Occupancies and Commercial Alterations (from County - by address)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Building		Preliminary Review Notes / Plan Review Notes	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts and transitory / preliminary draft records; GC §34090
Building		Reports: Monthly and Periodic Reports of Building Activity (Dodge Reports, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Building		Reports: Annual Historical Reports of Building Permit Activity	P		P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk		Advertising	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1)
City Clerk		Affidavits of Postings	2 years		2 years		Mag, Mfr, OD, Ppr			Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk		Affidavits of Publication	2 years		2 years		Mag, Mfr, OD, Ppr			Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk		Agendas and Agenda Packets (City Council)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Clerk		Agreements & Contracts **(ALL Public Works, Professional Services, DDAs, OPAs, and MOUs and MOAs)** Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, and Amendments)	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk		Agreements & Contracts **(ALL Service Agreements and Franchises)** Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, and Amendments)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Clerk		Annexations / Boundaries / Consolidations / LAFCO	P		P		Mag, Mfr, OD, Ppr	S / I	Yes	Land Records; GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk		Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects - Council Documents (e.g. roads, sewer, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes	Diagrams and Drawings are maintained by Engineering; GC §34090
City Clerk		Audio Recordings of Council Meetings	1 year		1 year		Mag			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk		Boards, Commissions & Committees - APPLICATIONS: APPOINTED (includes Oaths of Office)	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Ppr			Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
City Clerk		Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk		Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years	P	P		Mag, Ppr			Historical Value; GC §34090
City Clerk		City Attorney Opinions	P		P		Mag, Ppr			For administrative purposes; GC §34090

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City Clerk		City History, Historical Records (e.g. Incorporation, City Seal, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk		City Land and Property Approved by Council (Recorded Documents)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk		Claims & Litigation (Injury and General Liability Claims), Legal Complaints - **Adults**	Settlement	5 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Clerk		Claims & Litigation (Injury and General Liability Claims), Legal Complaints - **Juveniles**	Age of Majority (minimum Settlement)	5 years	Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Clerk		Claims Log / Database	Indefinite		Indefinite		Mag, Ppr			GC §34090 et seq.

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City Clerk		Committee Rosters / Maddy Act List	2 years		2 years		Mag, Ppr			GC §34090
City Clerk		Deeds	2 years	P	P		Mag, Ppr			GC §34090
City Clerk		Easements	2 years	P	P		Mag, Ppr			GC §34090
City Clerk		Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **DESIGNATED EMPLOYEES** (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Ppr			City maintains original statements; GC §81009(e)(g)
City Clerk		Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **PUBLIC OFFICIALS** (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Term + 4 years		Term + 4 years		Mfr, OD, Ppr	S	After 2 years	Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk		Economic Interest Filings (FPPC Form 635) - **Lobbyist Reporting**	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	After 2 years	GC §81009(e) and (g)

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ELECTIONS - CONSOLIDATED										
City Clerk		Campaign Filings (FPPC 400 Series Forms): **UNSUCCESSFUL CANDIDATES**	5 years		5 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk		Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Campaign Filings (FPPC 400 Series Forms): **SUCCESSFUL CANDIDATES** (Elected Officials)	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)(g)
City Clerk		Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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City Clerk		Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk		Elections - **GENERAL, WORKING or ADMINISTRATION** Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk		Elections - **HISTORICAL** File (Sample ballot, Oaths of Office, Certificate of Elections, all Resolutions - calling the election, canvass, etc., election summary)	4 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk		Elections - Petitions (Initiative, Recall or Referendum)	8 mo.		8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400

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ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk		Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17505
City Clerk		Absentee Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302
City Clerk		Assessment District Ballots - Prop. 218 proceedings		6 mo.	6 mo.		Ppr			Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII
City Clerk		Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk		Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk		Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk		Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk		Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk		Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk		Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Planning		General Plan, Elements and Amendments	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After Superseded	GC §34090
City Clerk		Insurance Certificates - Those that cannot be matched to a specific agreement or contract	11 years		11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
City Clerk		Minutes (City Council)	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Municipal Code Administration, Distribution, etc.	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk		Municipal Code and History File (always retain 1 supplement)	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Oaths of Office: Boards and Commission Members, Appointed Officials (see Elections for Elected Officials)	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Clerk		Ordinances (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
		Outside Organizations (e.g., LAFCo, League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090
City Clerk		Petitions (submitted to Council on any subject. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Ppr			Not related to elections; Law requires 1 year for petitions; GC §50115
City Clerk		Proclamations	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk		Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr			Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk		Real Estate Appraisal Reports: Property NOT purchased, Loans NOT funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Clerk		Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	3 years	5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk		Records Destruction Lists / Certificates of Records Destruction	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §34090 et. seq.
City Clerk		Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090 et. seq.
City Clerk		Redevelopment Plan	10 years	P	P	Yes: Before Purchase or Sale	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
City Clerk		Resolutions (City Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk		Video Recordings of Meetings (City Council, etc.)	90 days or After Minutes are Adopted, whichever is longer		90 days or After Minutes are Adopted, whichever is longer		Tape (Mag)			Video tapes of meetings are only required for 90 days; GC §34090.7

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RECORDS RETENTION SCHEDULE: CITY COUNCIL

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Council Members / Mayor		City Council Correspondence	Duration of Office (minimum 2 years) Return Originals to City Clerk for Disposal		Duration of Office (minimum 2 years) Return Originals to City Clerk for Disposal		Mag, Ppr			City preference (City staff do not open all correspondence, therefore Council Members and Mayor may have the City's originals); Return all originals to the City Clerk for disposal; GC §34090

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RECORDS RETENTION SCHEDULE: CITY MANAGER

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance		Conferences and Travel	2 years		2 years		Mag, Ppr			Department Preference; original invoices are maintained by Finance; GC §34090 et seq.
City Manager		Department Head Files (Notes and Copies)	When No Longer Required		When No Longer Required	Yes: While Active Issues	Mag, Ppr			Contains notes, preliminary drafts and photocopies of records (the originals are maintained in the Lead Department); GC §34090
City Manager		Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager		Speeches	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

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Adopted:

RECORDS RETENTION SCHEDULE: CODE ENFORCEMENT

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Code Enforce.		Abatement / Code Enforcement Case Files	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4, GC §34090

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Adopted:

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT and REDEVELOPMENT

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Economic Develop. & Redevelop.		Economic Development Project Files / Prospects	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Department Preference; GC §34090
Lead Dept.		Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §34090
Lead Dept.		Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090
Economic Develop. & Redevelop.		Neighborhood Association Records - Minutes and Bylaws	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	May be funded by the City; GC §34090

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RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT and REDEVELOPMENT

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition: Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Economic Develop. & Redevelop.		Neighborhood Association Records - Other than Minutes and Bylaws	2 years		2 years		Mag, Ppr			May be funded by the City; GC §34090
Economic Develop. & Redevelop.		Newsletters - City Newsletters distributed to citizens	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Historical value; GC §34090
Economic Develop. & Redevelop.		Redevelopment Project Areas and Project Files	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Department Preference (original DDAs and OPAs are maintained by the City Clerk) GC §34090

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RECORDS RETENTION SCHEDULE: FACILITIES

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition: Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Facilities		Backflow Certifications - City-owned facilities	2 years		2 years		Mag, Ppr			UFC §2-5.7, UPC §603.3.3, GC §34090
Facilities		Facilities Maintenance Contract **ADMINISTRATION FILES** (e.g., Fire Alarm, Janitorial, Landscaping, Pest Control, Security, Striping, Tree Trimming, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Covers Statute of Limitations for Contracts (errors and omissions does not apply); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Facilities		Pesticide and Herbicide Records, including training and written recommendations (usage records are filed with the County Agriculture Department)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Department Preference for toxic substance exposure statute of limitations; Registered fumigation / pesticide companies are required to retain logs and other records for 3 years; 8 CCR §3204(d)(1) et seq., 16 CCR 1970; GC §34090,
Facilities		Safety Certifications (**Elevators, Chairlifts, Fire systems,** etc.)	When Superseded, minimum 2 years		When Superseded, minimum 2 years		Mag, Ppr			Certificates provided by the State, who may not perform inspections every year; GC §34090

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RECORDS RETENTION SCHEDULE: FACILITIES

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Lead Dept.		Work Order **Database** / Work History	Indefinite		Indefinite	Yes	Mag			GC §34090 et seq.
Lead Dept.		Work Orders - **CITY - ALL** information from the work order is entered into the Work Order Database	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts / Source records - Database becomes original record; GC §34090
Dept. **Providing** Service / Work		Work Orders - **CITY - PARTIAL OR NO** information from the work order is entered into the Work Order Database	3 years		3 years		Mag, Ppr			Department Providing work is the Office of Record (department Requesting work is considered a copy consistent with City-wide standards); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
ACCOUNTING										
Finance / Accounting		1099's Issued	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Accounting		Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Petty Cash, Postage, PERS reports, etc.)	2 years	8 years	10 years	Yes: Until Paid	Mag, Ppr			Department Preference; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting		Accounts Receivable / Cash Receipts / Building Permits / Transient Occupancy Tax (TOT) / Invoices to Outside Entities, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090

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Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		Animal Care Contract Administration	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Finance / Accounting		Assessment District / Special District Payments, Financial Reports and Tax Rolls	5 years	Termination of District + 5 years	Termination of District + 5 years		Mag, Ppr			Department Preference; IRS is 4 years after tax is due or paid; Supporting documentation for Investments of Operating Funds; meets auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Accounting		Bank and Trustee Statements, Bank Reconciliations, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice	3 years	7 years	10 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		Bond Transcripts (issuing documents) See Bank Statements for statement retention.	Cancellat., Redemption or Maturity	10 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
Finance / Accounting		Budget Amendments	2 years	3 years	5 years		Mag, Ppr			Meets auditing standards; GC §34090
Finance / Accounting		Budget Hearings and/or Review (Development Documents & Preliminary Budget)	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts; GC §34090.7
City Clerk		Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Accounting		Business License Applications	P		P	Yes (before termination)	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090 et seq.
Finance / Accounting		Business License Renewals	2 years	3 years	5 years		Mag, Ppr			Meets auditing standards; GC §34090
Finance / Accounting		CAFR - Comprehensive Annual Financial Reports and related Audit Opinions / Audit Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Copies; GC §34090.7
Finance / Accounting		Cash Receipts / Books	2 years	3 years	5 years		Mag, Ppr			Meets auditing standards; GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		Chart of Accounts / Organization Structure (Print out when Rollover is Done)	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090
Finance / Accounting		Check Registers: Accounts Payable and Payroll	3 years	7 years	10 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
Finance / Accounting		Checks / Warrants - Canceled (Cashed) or voided	3 years	7 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting		Daily Cash Summaries	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090
Finance / Accounting		Escheat (Unclaimed money / uncashed checks)	2 years	3 years	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(4), 1519; GC §34090
Finance / Accounting		Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Accounting		Fixed Assets - Annual Listing (Source Documents)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Includes permanent assets (for compliance with GASB 34); GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		General Ledger: Final year-end	3 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Published articles show 3 -10 years; Other Cities have adopted 2 years - 20 years; GC §34090
Finance / Accounting		Grant Reports	Expiration of Grant + 5 years	5 years	Expiration of Grant + 10 years		Mag, Ppr			Department Preference; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §34090
Finance / Accounting		Investment Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund)	Expired	5 years	Expired + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		Journal Entries	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
City Clerk		Monthly Financial Statements (to Council)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	City Clerk is OFR; GC §34090.7
Finance / Accounting		Redevelopment Statement of Indebtedness	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; meets auditing standards; GC §34090
Finance / Accounting		Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. (**MONTHLY OR PERIODIC**) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090
Finance / Accounting		Returned Check Processing	2 years	8 years	10 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / Accounting		Revenue Sharing Receipts	2 years	8 years	10 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting		State Controller's Report	2 years	8 years	10 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Accounting		Street Report, Maintenance of Effort (MOE) Calculations, Audits, and other compliance reports	2 years	8 years	10 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / Accounting		Trial Balances	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2 years; GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
INFORMATION TECHNOLOGY										
Finance / IT		Backup Tapes - **APPLICATIONS** (Enterprise-wide)	18 months		18 months	Yes	Mag.			Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Finance / IT		Backup Tapes - **DAILY** - Network, All Files on Shared Drives (Incremental or Full)	When Superseded (2 weeks)		When Superseded (2 weeks)	Yes	Mag.			Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Finance / IT		Backup Tapes - **WEEKLY** Disaster Recovery Copy - Network, All Files on Shared Drives (Full)	5 weeks		5 weeks	Yes	Mag.			Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Finance / IT		GIS Database	When Superseded		When Superseded	Yes	Mag.			Department Preference (transitory records not retained in the ordinary course of business); GC §34090 et seq.

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PAYROLL										
Finance / Payroll		Employee Payroll File (Changes to W-4, garnishments, deduction forms, etc.)	Separation + 5 years	5 years	Separation + 10 years		Mag, Ppr			Retained to match other auditing periods; GC §34090
Finance / Payroll		Employee Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Payroll Exception Reports / Timesheets **WITH** employee signatures	2 years	3 years	5 years		Mag, Ppr			GC §34090
Finance / Payroll		Federal / State Payroll Returns	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll		Payroll Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Payroll		Payroll Journal: Detail Year End Report	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Inactive	Department Preference for PERS buy-backs; GC §34090
Finance / Payroll		Payroll Journal / Registers / Leave Balances (other than Detail Year-End)	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Payroll		W-2's, DE-6 & 941 Forms - Quarterly Payroll Tax Returns	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Inactive	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
PURCHASING										
Finance / Purchasing		Purchase Orders, Procurement & Contracting Records - Formal and Informal (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	Completion + 5 years	5 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Consistent with City-wide guidelines for contracts and agreements; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Purchasing		Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Superseded		Mag, Ppr			Transitory Record used to mail out requests; GC §34090 et seq.
RISK MANAGEMENT										
City Clerk		Claims (Injury and General Liability Claims), Legal Complaints and Lawsuits	Transfer to City Clerk upon Settlement		Transfer to City Clerk upon Settlement	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	City Clerk is OFR; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Finance / Risk Manag.		Insurance **Policies & Certificates (City-owned)**: **Liability** (General & Public), **Workers Compensation**	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	For protection from litigation; GC §34090
Finance / Risk Manag.		Self-Fund Insurance (Disability, Workers Compensation, Dental, Vision, etc.)	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	Consistent with Agreement retention, sufficient to establish actuaries; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Finance / Risk Manag.		Insurance **Policies & Certificates: (City-owned)** - Property Insurance (NOT liability insurance)	Expiration + 10 years		Expiration + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	Consistent with Agreement retention; GC §34090
Finance / Risk Manag.		OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	7 years		7 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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RECORDS RETENTION SCHEDULE: FLEET

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition: Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Fleet		Equipment and Vehicle Maintenance History	Life of Equipment or Vehicle + 4 years		Life of Equipment or Vehicle + 4 years		Mag, Ppr			Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §34090
Fleet		Equipment Maintenance Contract **ADMINISTRATION FILES** (e.g., Fire Alarm, Janitorial, Landscaping, Pest Control, Security, Striping, Tree Trimming, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Covers Statute of Limitations for Contracts (errors and omissions does not apply); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Fleet		Vehicle Inspections	2 years		2 years		Ppr			GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Human Resources		Accident / Incident Reports: **VEHICLE ACCIDENT REPORTS** with no injuries	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6
Human Resources		Americans with Disabilities Act (ADA) requests for accommodation - Employees	2 years		2 years		Mag, Ppr			GC §34090
Human Resources		Applications for Employment or Resumes: **Unsolicited (no open position)**	When No Longer Required		When No Longer Required		Ppr			Department Preference; No positions open; therefore not deemed to be an applicant, nor part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; 2 CCR (3)(c), 2 CCR 7287.0(b)(1), GC §34090
Human Resources		Benefit Plans (Health, Dental, Pension, etc.)	Plan Termination + 2 years		Plan Termination + 2 years		Mag, Mfr, OD, Ppr	S / I	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Human Resources		Classification / Compensation / Reorganization Studies (for employee classifications and department structures)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources		Contract Staff - General Administration Files	Separation	10 years	Separation + 10 years		Ppr			Consistent with City-wide standards for Contract and Agreement Administration files; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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Human Resources		Complaints (against Personnel - typically Peace Officers or Human Resources: e.g. misconduct, abuse, excessive force, etc.)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 34090; PC §§801.5, 803(c), VC §2547
Human Resources		Deferred Compensation Plan	Plan Termination + 2 years		Plan Termination + 2 years	Yes: During Service	Mag, Ppr			Retained to cover auditing standards; GC §34090
Human Resources		Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Human Resources		DMV Pull Notices	When No Longer Required		When No Longer Required		Mag, Ppr			Entered into a worksheet (transitory or source records not retained in the ordinary course of business); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Human Resources		Drug and Alcohol Testing / D.O.T files (All)	5 years		5 years		Mag, Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 653.71 et seq.
Human Resources		EEO-4 Reports and records required to generate EEO-4 report	3 years		3 years		Mag, Ppr			29 CFR 1602.30
Finance / Payroll		Employee Garnishments	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7
Human Resources		Grievances and Informal Complaints (all)	When No Longer Required (minimum 5 years)		When No Longer Required (minimum 5 years)	Yes: Before Disposition	Mag, Ppr			HR is OFR for all Grievances and Informal Complaints; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

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Human Resources		I-9's	Termination + 3 years		Termination + 3 years		Mag, Ppr			Non-citizens must re-certify periodically; IRCA recommends 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 29 CFR 1627.3(b)(i), GC §§12946, 34090
Human Resources		Job Specifications	When Superseded (minimum 2 years)		When Superseded (minimum 2 years)	Yes: Before Superseded	Mag, Ppr			Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources		LiveScan Fingerprint Clearance Log	50 years		50 years		Mag, Ppr			Department Preference to protect City in the event of past employee misconduct; GC § 34090 et seq.
Human Resources		Personnel Files - **Medical** File (all employees)	Separation + 2 years	28 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Human Resources		Personnel Files - **Regular, Active, Permanent, Non-Regular, Temporary and Part-time** Employees	Separation	10 years	Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources		Potential Claims / Accident / Incident / Injury Reports: **EMPLOYEES** (medical and non-medical that do not result in a claim.)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Department preference (the city does not provide ambulance / paramedic transports) 3 years is recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles may have longer statute of limitations to file claims; statewide guidelines propose 3 years; CCP §340.5, GC §34090

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Human Resources		Potential Claims / Accident / Incident / Injury Reports: **MEMBERS OF THE PUBLIC** (medical and non-medical that do not result in a claim.)	2 years		2 years		Mag, Ppr			Department preference (the city does not provide ambulance / paramedic transports) 3 years is recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles may have longer statute of limitations to file claims; statewide guidelines propose 3 years; CCP §340.5, GC §34090
Human Resources		Recruitment File - Advertisements, Applications, Brochures, Equal Employment Opportunity Data, Flyers, Job Announcements, Letters, Scantrons, Tests, Questions	3 years		3 years		Mag, Ppr			EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources		Recruitment Flyers and Brochures	When No Longer Required		When No Longer Required		Mag, Ppr			Brochures and Flyers are also maintained with recruitment file (these are copies); GC §34090.7
Human Resources		Salary Surveys	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Department Preference; GC §34090

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Human Resources		Verifications of Employment, Child Support	When No Longer Required		When No Longer Required		Ppr			Transitory records not retained in the ordinary course of business (does not materially impact the public's business) GC §34090 et seq.
Human Resources		Volunteer / Unpaid Intern Applications & Agreements - **Unsuccessful** Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources		Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - **Successful** Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

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Human Resources		Workers Compensation or Disability Claims	Separation + 5 years	25 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

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RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
PLANNING										
Planning		Aerial Maps	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Department Preference for historical purposes; GC §34090
		Alcoholic Beverage License Application Copies, Notices of Transfer of ABC License	When Superseded, Transferred, or Discontinued		When Superseded, Transferred, or Discontinued		Ppr			Department Preference (Non-records)
		Census, Demographics	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Census Bureau is OFR; GC §34090 et seq.
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City boundaries**	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
City Clerk		General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Planning		Planning Commission Agendas and Agenda Packets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Planning		Planning Commission Audio Recordings	6 months		6 months		Mag			Department Preference (only 30 days is required); GC §54953.5(b)

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Planning		Planning Commission Minutes, Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §34090
Planning		**Planning Files - Approved Permanent Entitlements** (Includes Associated CEQA Noticing, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: CUPs, Lot Line Adjustments, Parcel Maps, Sign Permits, Specific Plans, Use Permits, Variances, Zone Changes, etc.	Project Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GC§§34090, 34090.7

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Planning		**Planning Files - Unapproved Permanent Entitlements** (Includes Associated CEQA Noticing, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: CUPs, Lot Line Adjustments, Parcel Maps, Sign Permits, Specific Plans, Use Permits, Variances, Zone Changes, etc.	When No Longer Required **(minimum 10 years)**		When No Longer Required **(minimum 10 years)**		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (project not approved); GC§34090 et seq.
Planning		**Planning Files - Approved & Unapproved Temporary Entitlements:** Christmas Tree Lots, Pumpkin Lots, Temporary Uses, other temporary entitlements, etc.	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
Planning		Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

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Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Public Works		AB 939 Compliance (County serves as Waste Hauler)	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Consistent with City-wide standards for contract administration
City Clerk		Recorded Documents (Deeds, Easements, Abandonments, Vacations, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	No	GC §34090.7
Planning		Aerial Maps	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S/I	No	GC §34090.7
Public Works		Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (All records)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works		Asset History (Pavement Management, Traffic Signals, Lights, Sidewalk, Streetscapes, etc.)	Indefinite		Indefinite		Mag			Database; GC §34090, CCP §337 et seq.

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Public Works		Capital Improvement Projects (CIP): All City Infrastructure, Facilities and/or Transportation Projects **(Plans, Specifications, Bids/RFPs, Successful Proposal, Materials Testing Reports, Grading Permits, Soils Reports, Studies, Surveys, etc.)**	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year	All permanent project files are maintained in Engineering no matter what department was involved in the project; retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works		Capital Improvement Projects (CIP): All City Infrastructure, Facilities and/or Transportation Projects (**Project Administration, Certified Payrolls, Invoices, etc.**)	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
City Clerk		Deeds	When No Longer Required		When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Ensure the City Clerk has all originals; GC §34090
City Clerk		Easements	When No Longer Required		When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Ensure the City Clerk has all originals; GC §34090
Public Works		Encroachment Permits - **Permanent** (Buildings, Sewers, Streets, etc.)	P		P	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Public Works		Encroachment Permits: **Street Cuts, Street Paving**	10 years		10 years	Yes: Until Completion	Mag, Ppr			Department Preference (warrantees are typically for 5 years); Covers various statute of limitations, including errors and omissions; Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Public Works		Encroachment Permits: **Temporary** (Street Closures, Transportation / Wide Load Permits, Detours, Street Cuts, Paving, etc.)	Expiration + 4 years		Expiration + 4 years	Yes: Until Completion	Mag, Ppr			Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Public Works		Engineering Studies / Surveys	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After Inactive	Department Preference; GC §34090

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Public Works		Engineering Studies / Surveys - Preliminary Studies / Project Assessments (**Not Acquired or Developed**)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Mfr, OD, Ppr	S/I	Yes: After Inactive	Department Preference; GC §34090
Public Works		HazMat Incident Responses, Clean-ups and Exposure Records (Diesel, Oil, etc.)	30 years		30 years		Mag, Mfr, OD, Ppr	S/I	No	County Contract; Consistent with statute of limitations for employee exposure to hazardous materials; 8 Cal. Code Reg. 3204(d)(1)(A)
Public Works		Maintenance Contracts **ADMINISTRATION FILES** (Pavement Management, Parking Lot Sweeping, Street Legend Painting, Traffic Signal Maintenance, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Exception to City-wide standard because Statute of Limitations for Errors & Omissions does not apply to this contract; Statute of Limitations: Contracts & Spec's=4 years, Published Audit Standards=4-7 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Public Works		Neighborhood Traffic Management Records - Traffic Calming / Control Requests (Speed Humps, Stop signs, red curbs, etc.)	3 years (When No Longer Required)	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090

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Public Works		Public Facilities / Infrastructure /"As Builts" / Record Drawings - All Public Improvement Plans and Drawings	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Infrastructure; GC §34090
Public Works		Recorded Maps (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, etc.)	3 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works		Regional Transportation Plans	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works		Speed Surveys	5 years		5 years		Mag, Ppr			Department Preference; GC §34090, CCP §337 et seq.
Public Works		Neighborhood Traffic Management Plan	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works		Underground Storage Tank Permits	10 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Now handled by the County Department Preference; GC §34090
Lead Dept.		Work Order **Database** / Work History	Indefinite		Indefinite	Yes	Mag			GC §34090 et seq.
Lead Dept.		Work Orders - **CITY - ALL** information from the work order is entered into the Work Order Database	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts / Source records - Database becomes original record; GC §34090

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Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).										
Dept. **Providing** Service / Work		Work Orders - **CONTRACTORS**	Completion + 3 years		Completion + 3 years		Mag, Ppr			Department Providing work is the Office of Record (department Requesting work is considered a copy consistent with City-wide standards); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works		Work Orders - **COUNTY** (May include installation of traffic signals, signs and/or legends)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Department preference; GC §34090

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Adopted:

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AGENDA ITEM # 12

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: ELLENWOOD ESTATES DESIGN REVIEW – RC-04-125

The applicant has requested the City Council continue this item to its February 7, 2005 meeting to allow additional time for preparation of the revised Design Review Package.

AGENDA ITEM # 13

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: 3791 RECYCLE ROAD CONDITIONAL USE PERMIT RC-04-127

RECOMMENDATION

The Planning Commission recommends the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 05-2005 approving the Design Review for Project No. RC-04-127, subject to the findings, Project Plans (Exhibit A) and Conditions of Approval (Exhibit B).

BACKGROUND

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project was analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed building would be, although auto dismantling was considered a possibility. During the Design Review process, the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

The Planning Commission reviewed the request for a Conditional Use Permit at its December 9, 2004 meeting **(See Attachment 2)**. The Commission had questions concerning the type of fencing material to be used and the continued auto recycling use in this area (**See Attachment 3)**. The Planning Commission felt the proposed use was compatible as surrounding uses were auto recycling and recommend approval of the project to the City Council by a 7-0 vote.

AGENDA ITEM # 14

Attachment(s):

1. Resolution No. 05-2005 with Project Plans (Exhibit A) and Conditions of Approval (Exhibit B)
2. Planning Commission Staff Report dated December 9, 2004
3. Planning Commission Minutes dated December 9, 2004
4. Project Plans
5. 500' Radius Map and Labels

RESOLUTION #05-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT FOR 3791 RECYCLE ROAD TO ALLOW AUTO RECYCLING PROJECT # RC-04-127

WHEREAS, KEN PHILIP (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow the auto dismantling use at 3791 Recycle Road (Assessor's Parcel Number 072-0550-011); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, the project the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA).

WHEREAS, the City Council of the City of Rancho Cordova has conducted a properly noticed public hearing pursuant to Government Code section 65090 and has duly considered all written and verbal testimony presented during the hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

Approve the Conditional Use Permit, subject to the Project Plans (Exhibit A) and Conditions of Approval (Exhibit B, with attachments), based on the following findings

1. That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

   Finding:
   The project is an in-fill project is Categorically Exempt under Section 15332 of the California Environmental Quality Act (CEQA) Guidelines.

   Evidence:
   The project meets the Class 32 conditions of CEQA which consists of projects characterized as in-fill development. The project meets the conditions of this section as follows: 1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as the applicable zoning designations and regulations: 2. The proposed development occurs within city limits and is on a project site of 1.3 +/- acres; 3. The project site has been use previously to store dismantled vehicles and has no value as habitat for endangered, rare or threatened species; 4. No significant issues with traffic, noise, air or water quality are identified with this project; and 5. The site is served by all required utilities and public services.

   Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

   Evidence: The City finds that, as a result of its Initial Study conducted to evaluate the potential for adverse environmental impacts, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

2. Approve the Conditional Use Permit subject to the Site Plan (see Exhibit A) and the Conditions of Approval (see Exhibit B) and the following Findings:

Finding: The establishment, maintenance and operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. (Zoning Code §110-30)

Evidence: The proposed project will be consistent with the M-2 Intensive Industrial designation within the City's Zoning Code and General Plan. The proposed use is an in-fill project and upon analysis of the project no significant impacts were identified. The proposed use is within the South Sunrise Specific Planning Area which is identified for auto recycling use. Therefore, the use will not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

Finding: The proposed project will conform to the regulations and development standards contained in the South Sunrise Special Planning Area (SPA).

Evidence: The project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use. The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

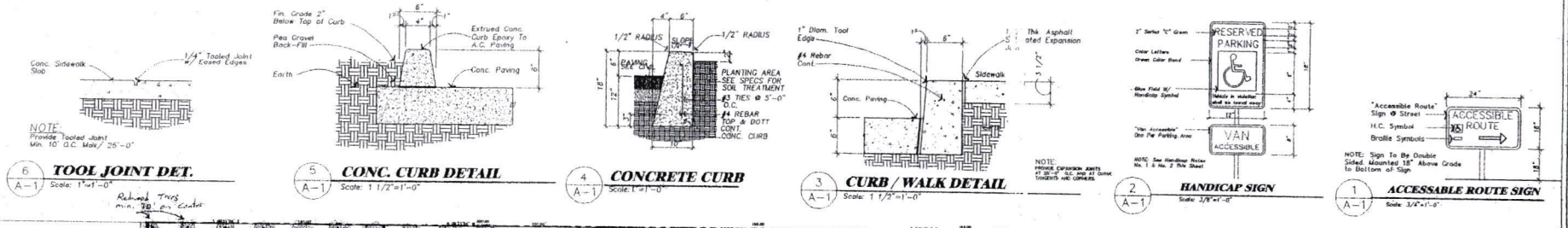
PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

_____
LILLIAN HARE
CITY CLERK



6 / A-1 **TOOL JOINT DET.** Scale: 1"=1'-0"

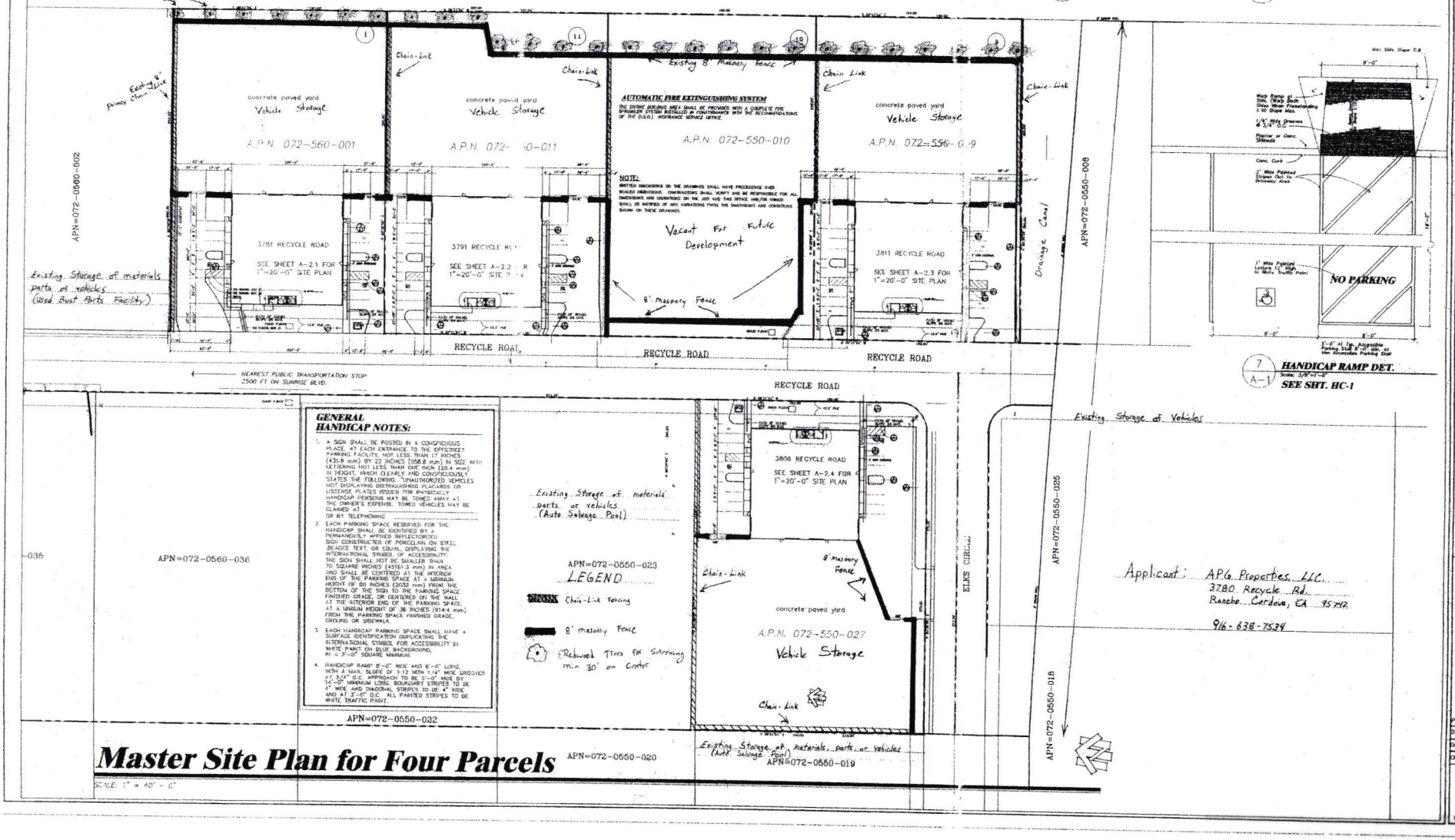
5 / A-1 **CONC. CURB DETAIL** Scale: 1 1/2"=1'-0"

4 / A-1 **CONCRETE CURB** Scale: 1"=1'-0"

3 / A-1 **CURB / WALK DETAIL** Scale: 1 1/2"=1'-0"

2 / A-1 **HANDICAP SIGN** Scale: 3/8"=1'-0"

1 / A-1 **ACCESSABLE ROUTE SIGN** Scale: 3/4"=1'-0"



GENERAL HANDICAP NOTES:

1. A SIGN SHALL BE POSTED IN A CONSPICUOUS PLACE AT EACH ENTRANCE TO THE OFFSTREET PARKING FACILITY, NOT LESS THAN 17 INCHES (431.8 mm) BY 22 INCHES (558.8 mm) IN SIZE WITH LETTERING NOT LESS THAN ONE INCH (25.4 mm) IN HEIGHT, WHICH CLEARLY AND CONSPICUOUSLY STATES THE FOLLOWING: "UNAUTHORIZED VEHICLES NOT DISPLAYING DISTINGUISHING PLACARDS OR LICENSE PLATES ISSUED FOR PHYSICALLY HANDICAP PERSONS MAY BE TOWED AWAY AT THE OWNER'S EXPENSE. TOWED VEHICLES MAY BE CLAIMED AT _____ OR BY TELEPHONING _____"
2. EACH PARKING SPACE RESERVED FOR THE HANDICAP SHALL BE IDENTIFIED BY A PERMANENTLY AFFIXED REFLECTORIZED SIGN CONSTRUCTED OF PORCELAIN ON STEEL, BEARING THE WORDS, SYMBOL OR EQUAL, DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. THE SIGN SHALL NOT BE SMALLER THAN 70 SQUARE INCHES (45161.3 mm) IN AREA AND SHALL BE CENTERED AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT OF 80 INCHES (2032 mm) FROM THE BOTTOM OF THE SIGN TO THE PARKING SPACE FINISHED GRADE, OR CENTERED ON THE WALL AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT OF 36 INCHES (914.4 mm) FROM THE PARKING SPACE FINISHED GRADE, GROUND OR SIDEWALK.
3. EACH HANDICAP PARKING SPACE SHALL HAVE A SURFACE IDENTIFICATION DUPLICATING THE INTERNATIONAL SYMBOL FOR ACCESSIBILITY IN WHITE PAINT ON BLUE BACKGROUND, IN A 3'-0" SQUARE, MINIMUM.
4. HANDICAP RAMP 5'-0" WIDE AND 6'-0" LONG, WITH A MAX. SLOPE OF 1:12 WITH 1/4" WIDE GROOVES AT 3/4" O.C. APPROACH TO BE 5'-0" WIDE BY 14'-0" MINIMUM LONG. BOUNDARY STRIPES TO BE 4" WIDE AND DIAGONAL STRIPES TO BE 4" WIDE AND AT 3'-0" O.C. ALL PAINTED STRIPES TO BE WHITE TRAFFIC PAINT.

Master Site Plan for Four Parcels

SCALE: 1" = 40' - 0"

7 / A-1 **HANDICAP RAMP DET.** Scale: 3/8"=1'-0" **SEE SHT. HC-1**

CONSULTANT

REVISIONS

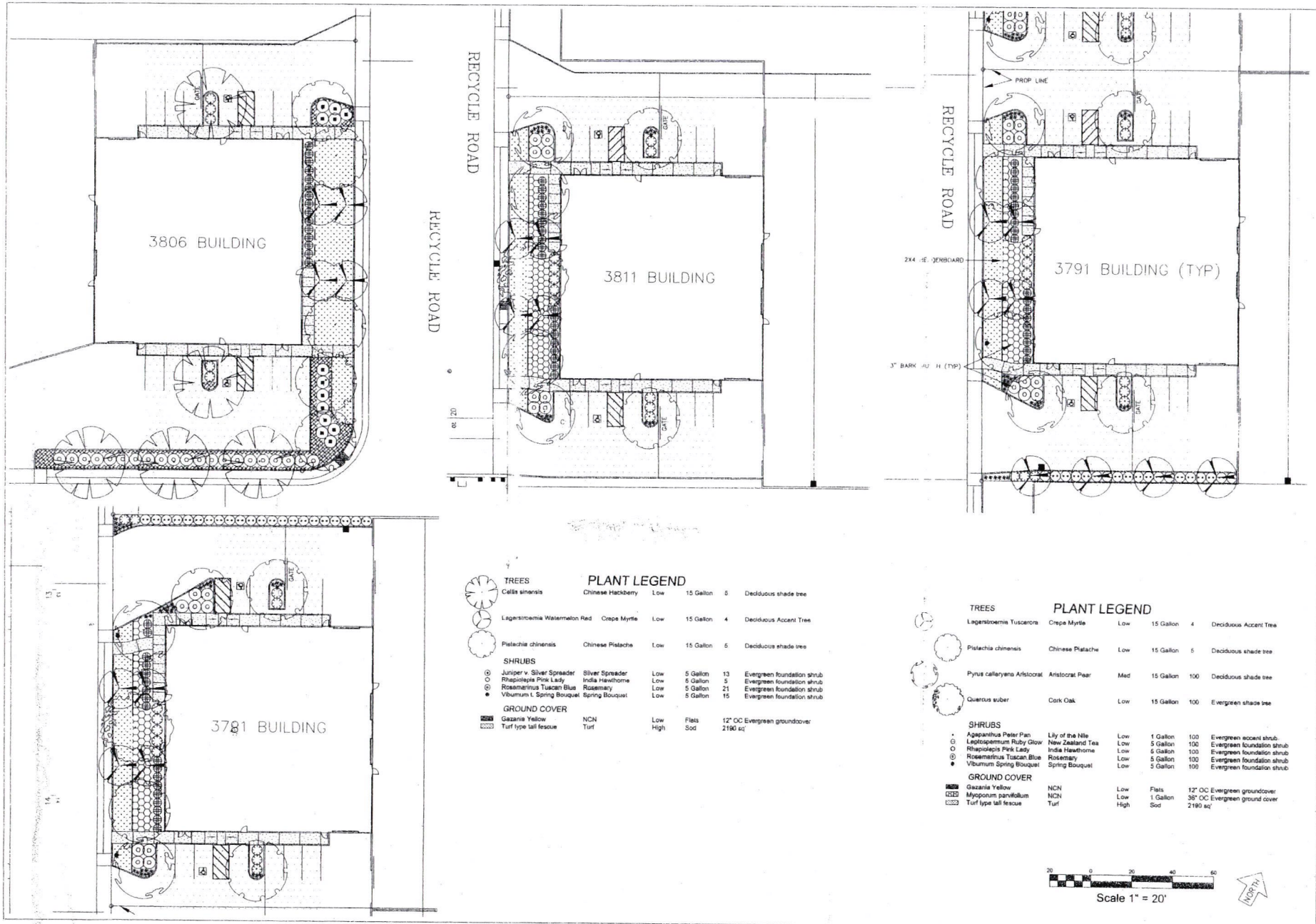
Bud Goldberg A.I.A.
INTERIOR DESIGN PLANNING
3333 MANNIX DRIVE
(916) 487-9181
LIC. 12-7884
LIC. AZ-30369

SPEC. WAREHOUSE
RECYCLE ROAD
RANCHO CORDOVA, CALIFORNIA

FOUR PARCEL SITE PLAN

PROJ. NO.
DATE 01/16/01
DRAWN BY BGD
CHECKED BY BGD
SHEET NO. A-1
OF SHEETS

Exhibit A



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree
SHRUBS					
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub
Rosamarinus Tuscan Blus	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub
Vibumum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub
GROUND COVER					
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover
Turf type tall fescue	Turf	High	Sod		2190 sq'

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree
Pyrus calleryana Arlstocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree
SHRUBS					
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub.
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub
Vibumum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub
GROUND COVER					
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover
Myoporum parvifollium	NCN	Low	1 Gallon		36" OC Evergreen ground cover
Turf type tall fescue	Turf	High	Sod		2190 sq'

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DEARING, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

○
○
○
△
△
△

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the City council staff report for Project No. 04-127, 3791 Recycle Road, dated January 18, 2005 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	
6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	

8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	
14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	

19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	
24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance	Prior to Building	Department of	

	with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".	Permit	Water Resources Drainage	
29.	Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.	Prior to Building Permit	CSD-1	
30.	Each building shall have a separate connection to the CSD-1 sewer system.	Prior to Building Permit	CSD-1	
31.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
32.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division. Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
	Prior to Occupancy			
33.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
34.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
35.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	

36.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
37.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	
38.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
39.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	

41.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
42.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in

those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

Planning Commission Staff Report

Date:	December 9, 2004
Project:	Recycle Road Auto Dismantling Conditional Use Permit
File:	RC-04-127
Request:	The applicant is requesting a Conditional Use Permit to allow the Auto Dismantling use in the South Sunrise Special Planning Area.
Location:	3791 Recycle Road
APN:	072-0550-011
Planner:	Kathleen Franklin, Assistant Planner

OWNERS:	APPLICANT:
Ken and Vikki Philp 9496 San Paulo Circle Elk Grove, CA 95624 George and Donna Rosenfeld 1715 S. El Molino San Marino, CA 91108 Sacramento Viking, LLC 81-811 Prism Drive La Quinta, CA 92253 Darin Moore 3590 Sunrise Blvd. Rancho Cordova, CA 95742 Donald and Gail Glover 3414 Rolling Way Carmichael, CA 95608	Ken Philp 9496 San Paulo Circle Elk Grove, CA 95624

Staff Recommendation:

Recommend that the City Council find the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for the auto recycling use at 3791 Recycle Road.

Background:

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project will be analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed

building would be, although auto dismantling was considered a possibility. During the Design Review process the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

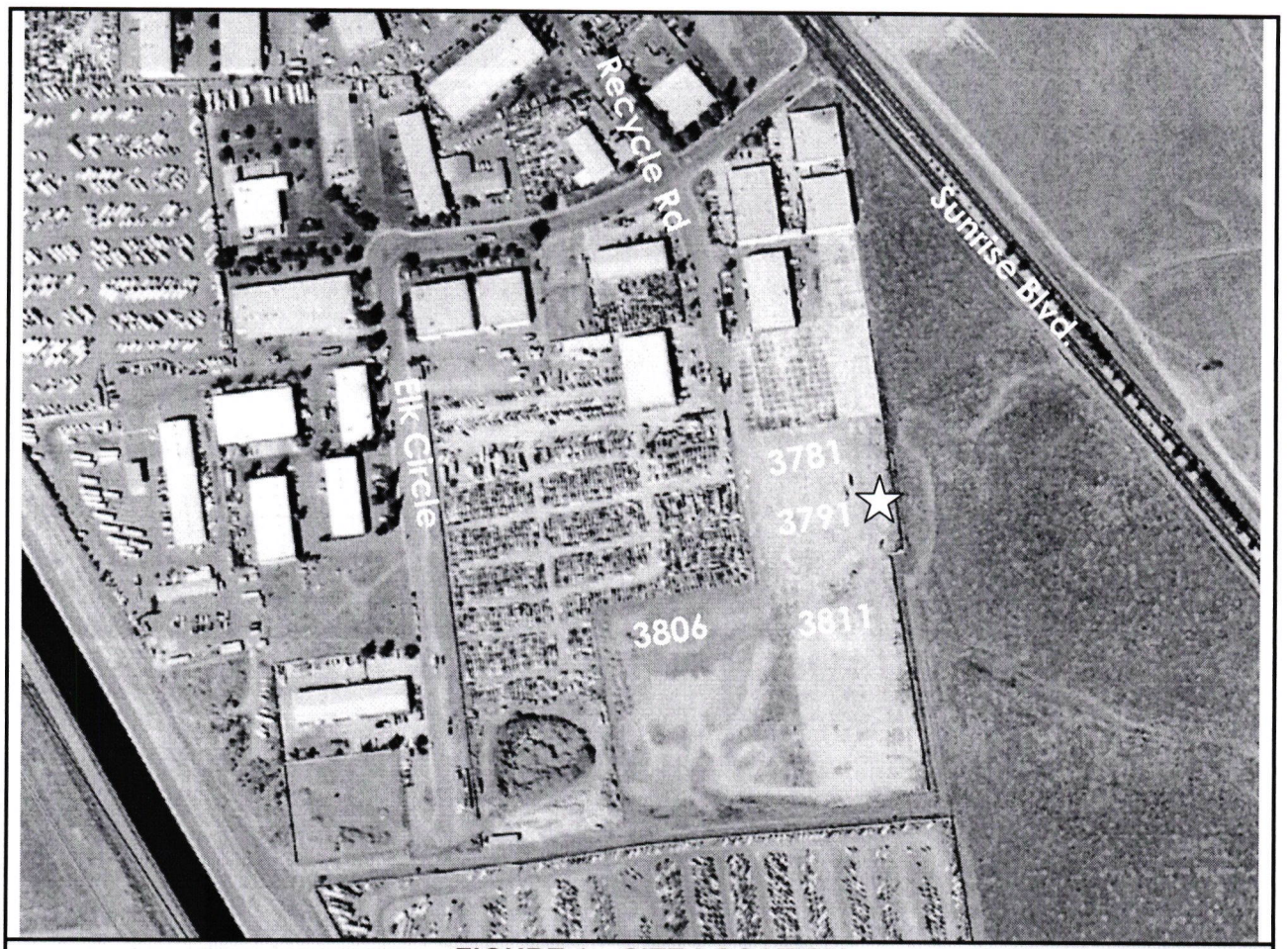


FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Intensive Industrial	M-2	Vacant
North	Intensive Industrial	M-2	Vacant
East	Intensive Industrial	M-2	Vacant
South	Intensive Industrial	M-2	Vacant
West	Intensive Industrial	M-2	Auto Dismantling

Analysis:

The applicant is requesting approval of the Conditional Use Permit to allow an auto dismantling operation to be located within the M-2 zoning at 3791 Recycle Road. The Planning Commission previously reviewed the project site in April, 2004 with regards to a request for Design Review for an industrial building.

The project request is consistent with the General Plan Intensive Industrial land use designation and the M-2 Rancho Cordova Zoning designation. The site is approximately 1.33 acres and is adequate for the proposed facility to operate safely and efficiently. The site is surrounded by other industrial uses and therefore, land use compatibility is not identified as a concern. The warehouse will be used to dismantle vehicles and for the storage of weather sensitive auto parts. The rear of the site will be used for the storage of dismantled vehicles. Paved parking has been provided in the front of the parcel on Recycle Road with access to the property provided by a single driveway.

As previously stated the project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use (See Attachment 2). The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

Specific Standards for Auto Wrecking Yards Located Within Floodplains

Section 325-30 of the City's Zoning Code provides standards for auto wrecking yards that are located within a floodplain. According to the County of Sacramento Water Resources Drainage, the proposed project is located within a local flood plain. Therefore conditions have added to include the standards set forth by this section of the Zoning Code (See Attachment 3).

Landscaping

The applicant has submitted a landscaping plan that is consistent with the City's Water Conservation Ordinance; meets the Zoning Code Industrial development standards; and provides the required standards for parking lot shading.

Public Comment

On November 26, 2004, a public hearing notice was published in the Grapevine Newspaper and notices were mailed to all property owners within 500' of the project site. No comments were received at the time of preparation of the staff report.

Conclusion:

The proposed auto recycling use is consistent with the Intensive Industrial General Plan designation, the M-2 Zoning, and the South Sunrise Special Planning Area (SPA). The project has been conditioned to meet the development standards of the Zoning Code and the SPA; therefore, staff recommends the Planning Commission forward a recommendation of approval to the City Council for Project RC-04-127, a Conditional Use Permit to allow the auto dismantling use at 3791 Recycle Road.

Environmental Analysis:

The project is exempt under Section 15060(c)(2) of the California Environmental Quality Act Guidelines (CEQA), which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

Financial Implications to City:

There are no significant cost implications to the City for this development.

Recommended Motions:

1. "I move the Planning Commission recommend the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA)".
2. "I move the Planning Commission recommend the City Council approve the Conditional Use Permit for Project No. RC-04-127 to allow the auto recycling use at 3791 Recycle Road".

Attachments:

1. Conditions of Approval
2. South Sunrise Special Planning Area Ordinance
3. Zoning Code Section 325-30
4. Agency Comments
5. Project Plans

Conditions of Approval

Attachment 1

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the Planning Commission staff report for Project No. 04-127, 3791 Recycle Road, dated December 9, 2004 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	

6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	
8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	

14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	
19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	

24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
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25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
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29.	Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.	Prior to Building Permit	CSD-1	
30.	Each building shall have a separate connection to the CSD-1 sewer system.	Prior to Building Permit	CSD-1	
31.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water	

			Resources	
32.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division. Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
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33.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
34.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
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36.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
37.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	

38.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
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40.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	

41.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
42.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

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- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

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    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

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- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

SOUTH SUNRISE SPECIAL PLANNING AREA

509-100. INTENT. It is the intent of the Board of Supervisors in adopting this Special Planning Area Ordinance to continue to allow development in the South Sunrise Area, described in Section 509-104, under the standards and uses permitted in the M-2 zone except, that when a twenty five (25) foot landscaped setback is provided with dense screen trees, the outside storage height of auto parts and dismantled vehicles stored behind an enclosed fence or wall shall be allowed to exceed the height of the fence or wall, based on the storage setback highpoint from the fence or wall.

It is also the intent of the Board of Supervisors in adopting this ordinance to allow the incidental sales of used automobiles in conjunction with a auto dismantling business.

The objectives of South Sunrise Auto Dismantlers Special Planning Area are:

(a) To recognize the existing development of dense screen trees planted in the landscaped setback areas adjacent to public streets which improves the aesthetics along Sunrise Boulevard and other public streets in the South Sunrise Area. These characteristics support the application of different standards.

(b) To maintain and continue the existing pattern of dense screen trees in a twenty five (25) foot landscape area along Sunrise Boulevard and other public streets in the South Sunrise area.

(c) To require when auto parts or dismantled vehicles are stored outside, at a level higher than the fence or wall there should be dense screen trees to shield the view from the public street or public street right of way.

(d) To allow the outside storage height of auto parts and dismantled vehicles stored behind an enclosed wall or fence, to exceed the height of the fence or wall, and to allow the storage height to increase as the setback from the public street and wall increases in a "tiered" manner.

(e) To allow the incidental sales of used automobiles and trucks in conjunction with auto dismantling in the South Sunrise Special Planning Area.

(f) To encourage the use of side yard areas away from public streets for the storage of dismantled vehicle parts.

509-101. Exhibits. Sections described in this section and adopted by Ordinance, are incorporated herein and made a part of this Article to regulate the property described in Section 509-104.

Exhibit 509-104. The boundaries of the area regulated.

Exhibit 509-105. Cross section of public streets

Exhibit 509-106. Plan view and elevation view of dense landscape screening.

509-102. USES. Those permitted and conditionally permitted I the M-2 zoning district classification, as regulated by the M-2 zoning district classification, Section 230-11, the Industrial Land Use Tables, of the Sacramento County Code, except that:

(a) The incidental sales of used automobiles and trucks, shall be allowed without the issuance of a use permit, as regulated in this section. The incidental sales of used cars and trucks shall be limited to utilizing no more than 15% of the developed portion of the site. The sales and display of used cars and trucks in the South Sunrise Special Planning Area shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.

(b) The storage of dismantled vehicles shall be permitted upon issuance of a use permit by the Board of Supervisors after a recommendation of approval by the appropriate authority.

(c) All existing dismantling operations with a valid use permit in effect on the effective date of this ordinance, that are stacking or intend to stack dismantled automobiles or automobile parts above the height of required enclosing walls or fences, shall submit a site and a landscape plan showing the location of existing and proposed improvements on the site, that demonstrate existing or planned compliance with development standards of this Ordinance. Said plans shall be approved by the Planning Department.

509-103. DEVELOPMENT STANDARDS. The development standards shall be the development standards of the M-2 zoning district classification of the Sacramento County Code except that auto dismantling and wrecking yard and the incidental sales of used autos and trucks shall be as regulated herein.

(a) Outside storage of dismantled vehicles.

(1) The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high, and

(2) No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted herein.

(b) If a solid wood or masonry fence is set back from the street right of way, a minimum of twenty five (25) feet, and there is landscaping, or parking and landscaping including screening trees between the right of way and the fence, as required by this section, the following provisions shall apply.

(1) Along all public streets, except Sunrise Boulevard:

(aa) Within a distance of twenty (20) feet of the fence or wall, dismantled vehicle parts may not be stored higher than the required fence or wall.

(bb) Between twenty (20) feet and fifty (50) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between fifty (50) feet and one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(2) Along Sunrise Boulevard:

(aa) Within a distance of thirty (30) feet of fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may not be stored higher than the fence or wall.

(bb) Between thirty (30) feet and sixty (60) feet from the fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between sixty (60) feet and one hundred ten (110) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred ten (110) feet from the fence or wall, setback at least twenty-five (25) feet from Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(3) Screen trees using the County's recommended tree list as a guide, shall be planted at least every thirty (30) feet on center. At maturity the trees shall provide screening to a height of at least twelve (12) feet above the enclosing fence or wall or at least twenty (20) feet above the ground, whichever is greater.

(c) Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.

(d) The inside storage of dismantled vehicles and/or parts may take place inside if the storage is completely screened from the street by the permanent on-site building.

(e) Along interior sideyard where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts or vehicles, the following standard shall apply:

(1) The storage of dismantled vehicles or parts shall be screened behind a solid masonry fence or combination of wood/masonry fence. Said fence may be constructed up to 14 feet in height, or

(2) The storage of dismantled vehicles or parts which extend above the height of the solid wood or masonry fence shall be set back from the property line 10 feet for every 2 feet of storage above the height of the fence.

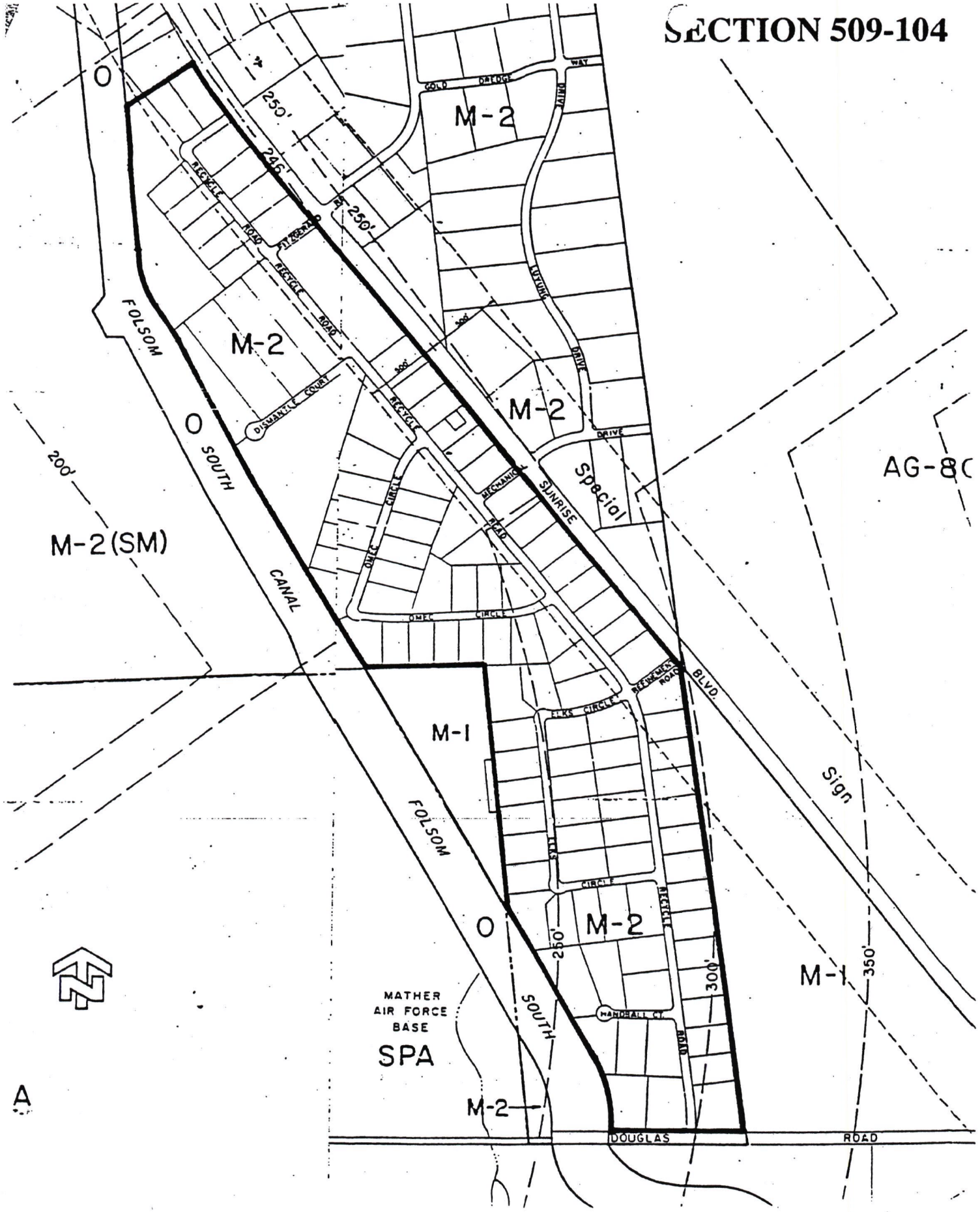
(Example: If there is an 8-foot fence, then storage up to 14 feet must be set back 30 feet from the property line.)

(f) Display of used cars and/trucks for sale:

(1) The display of used cars and trucks shall be within a completely enclosed yard area or completely enclosed building, within the buildable portion of the lot.
(2) The display area shall not exceed 15% of the developed area of the property.
(3) The sale of used cars and/or trucks shall be incidental to a dismantling business operation on the site.

Amended July 12, 1995

SECTION 509-104



ARTICLE 3: SPECIFIC STANDARDS FOR AUTO WRECKING YARDS LOCATED WITHIN FLOODPLAINS

325-30. Application

In addition to the general standards set forth in Articles 1 and 2 of this Chapter, the special standards set forth in this Article shall apply to auto wrecking yard operations located in areas subject to periodic flooding.

325-31. Development Standards

(a) All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100-year floodplain elevation.

(b) No cleaning or engine breakdown should take place within the 100-year floodplain.

(c) All oil should be drained and collected prior to engine removal.

(d) Any fencing should require the approval of Water Resources Division of Public Works.

(e) A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.

(f) Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.

(g) All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".

CSD-1
COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
www.csd-1.com

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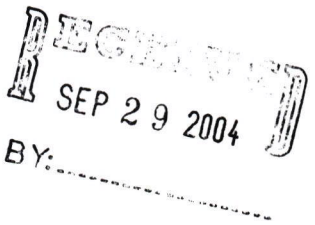
Marcia Maurer
Chief Financial Officer

Wendell H. Kido
District Manager

Mary K. Snyder
Collection Systems Manager

September 24, 2004
E225.000

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670



Dear Ms. Franklin:

Subject: 3791 Recycle Road
APN: 072-0550-011
Control No. RC-04-127

Both the County Sanitation District 1 (CSD-1) and the Sacramento Regional County Sanitation District (SRCSD) reviewed the subject documents and have the following comments.

CSD-1 Conditions:

Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.

Each building shall have a separate connection to the CSD-1 sewer system.

In order to obtain sewer service, construction of CSD-1 sewer infrastructure is expected to be required.

CSD-1 Advisories:

Preliminary analysis shows that the sanitary trunk sewer facilities available to serve this project are capacity constrained. However, improvements are currently under construction to relieve constraints. The subject project will add 0% peak wet weather flow to the existing 12-inch trunk. At this time, the project meets criteria established by Water Quality Director Robert F. Shanks in a memorandum dated December 5, 2003, for permission to connect to the sewer system. Therefore, a sewer study or other document addressing the constraint will not be required. Please note that sewer capacity is based on a "first come, first served." basis. There is no guarantee capacity will be available should other developments precede this one.

Developing this property may require the payment of additional sewer impact fees. Applicant should contact the Fee Quote Desk at (916) 876-6100 for sewer impact fee information.

SRCSD Advisories:

Existing SRCSD facilities serving this proposed project are capacity constrained. Ultimate capacity will be provided by construction of the Bradshaw Interceptors, currently scheduled for completion in 2006. SRCSD and CSD-1 will issue sewer permits to connect to the system if it is determined that capacity is available and the property has met all other requirements for service. This process is "first come, first served." There is no guarantee that capacity will be available when actual requests for sewer service is made. Once connected, the property has the entitlement to use the system. However, its entitlement is limited to the capacity accounted for by the payment of the appropriate SRCSD fees.

If you have any questions regarding these comments, please call Joyce Ferguson at (916) 876-6098 or myself at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/BM: cc

cc: Maria Cablao
Ken Phillip
3780 Recycle Road
Rancho Cordova, CA 95742

City of Rancho Cordova
Inter-Correspondence

September 7, 2004

To: Kathleen Franklin
Planning Department

From: Tony Santiago
Public Works

Subject:

Application Number:	**RC 04-127**
Application Title:	**3791 Recycle Road**
APN:	**072-0550-011**

Civil Engineering Drawings approved by the Public Works Department will be required for installation of Recycle Road and onsite grading and drainage improvements.

If you have any comments or questions, please call me at (916) 874-7093.

COUNTY OF SACRAMENTO
INTER-DEPARTMENT CORRESPONDENCE
DEPARTMENT OF WATER RESOURCES

MEMORANDUM

Date: November 30, 2004

TO: Kathleen Franklin, Planning (01-230)
Catherine Hack, DERA (01-220)

Applicant:

FROM: Mark Rains

PROJECT NAME: **(3781, 3791, 3806 and 3811) Recycle Road Use Permit**

CONTROL NUMBER: **RC 04-(127, 128, 129, and 130)**

A.P.N.: **072-0550-009, 011, 024 and 072-0560-001**

COMMENTS SECTION:

1. FEMA Flood Zone: X
   Panel No. 060262-0210
   Date: 7/6/1998

2. Although the subject property is not within a FEMA floodplain, it is within a local floodplain. The minimum floor elevation requirement for this area is 142.5'. The BFE for this area is 141.5'.

3. Watershed: Morrison Creek

4. STD#193 (Min. Pad)- Minimum pad/floor elevations shall be required pursuant to the Sacramento County Floodplain Management Ordinance.

CONDITIONS OF APPROVAL:

If the project is approved, the subject application should be conditioned on the following:

1. STD#190 (I,E,F)- Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County

Improvement Standards, including any fee required by the Sacramento County Water Agency Code.

2. There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.

3. Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.

4. Flood resistant materials shall be used below the 100-year floodplain.

5. Incorporate stormwater quality measures in conformance with applicable County ordinances & standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Stormwater Quality Control Measures"

RANCHO CORDOVA POLICE DEPARTMENT

Thomas McMahon
Chief of Police

10361 Rockingham Drive
Sacramento, California 95827

916.875.9600– Main
916.875.8673– Fax

www.RanchoCordovaPD.com

August 10, 2004

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, California 95670

RE: 04-127 3791 Recycle Road CUP

Dear Kathleen:

The Rancho Cordova Police Department requests the following conditions be added to the subject application:

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premises, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

BUILDING NUMBERING:

- The address number of every commercial building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.

- Each different unit within the building shall have its particular address prominently displayed on its front and rear doors. (Rear door numbers only need to be one inch in height.) If front door numbers are placed on glass, the numerals shall be white in color.

- Interior directional signs shall be employed as necessary.

If you should have any questions regarding the above conditions, please feel free to contact me anytime at 876-7599.

Sincerely,

CSSIII JEFF RODRIGUES
Crime Prevention Specialist

From: Yvonne Dehaan
Sent: Tuesday, August 31, 2004 4:55 PM
To: Kathleen Franklin
Subject: CUP's on Recycle Rd

Regarding 3781, 3791, 3806 and 3811 Recycle Rd - my comments are identical:

No inoperable vehicles or vehicle parts allowed to remain on the property outside of approved storage areas, and should not be visible to the public within the approved storage areas.
No temporary signage of any type except for any allowed by a Temporary Use Permit.

From: Tom Trimberger
Sent: Monday, August 30, 2004 8:55 AM
To: Kathleen Franklin
Subject: RC-04-127-130 CUP for dismantling at Recycle road

The buildings being built now are for unoccupied shells only. Building permit s will be required to allow occupancy of any type. Other than that no comments on CUP.
Tom

Kathleen Franklin

From: Chu. Anthony [ChuA@saccounty.net]
Sent: Wednesday, December 01, 2004 12:21 PM
To: Kathleen Franklin
Subject: RE: Auto Dismantling Conditions

Kathleen,

Please add/revise the numbered items as follows:

1. For item #32: Please insert "If the applicant generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD). This applicant must file a Hazardous Materials Plan (HMP) for this permit" at the beginning.
2. For item#33: Please revise the second bullet to read "Contact the Sacramento County Environmental Management Department for stormwater management information"
3. For item #34: Please revise the last sentence to read "The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit."

If you have any questions or need clarification, please email or call me at (916) 875-8405.

Anthony Chu, Supervisor
Environmental Management Department
County of Sacramento

From: Kathleen Franklin [mailto:kfranklin@cityofranchocordova.org]
Sent: Wednesday, December 01, 2004 11:52 AM
To: Chu. Anthony
Subject: Auto Dismantling Conditions

Anthony,

Thanks for your help in reviewing these conditions. Please let me know if you require any further additions.

Kathleen Franklin
Planning Department
City of Rancho Cordova
3121 Gold Canal Dr.
Rancho Cordova, CA 95670
(916) 942-0279

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COUNTY OF SACRAMENTO
INTER-DEPARTMENT CORRESPONDENCE
DEPARTMENT OF WATER RESOURCES

MEMORANDUM

Date: November 30, 2004

TO: Kathleen Franklin, Planning (01-230)
Catherine Hack, DERA (01-220)

Applicant:

FROM: Mark Rains

PROJECT NAME: **(3781, 3791, 3806 and 3811) Recycle Road Use Permit**

CONTROL NUMBER: **RC 04-(127, 128, 129, and 130)**

A.P.N.: **072-0550-009, 011, 024 and 072-0560-001**

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   Panel No. 060262-0210
   Date: 7/6/1998

2. Although the subject property is not within a FEMA floodplain, it is within a local floodplain. The minimum floor elevation requirement for this area is 142.5'. The BFE for this area is 141.5'.

3. Watershed: Morrison Creek

4. STD#193 (Min. Pad)- Minimum pad/floor elevations shall be required pursuant to the Sacramento County Floodplain Management Ordinance.

CONDITIONS OF APPROVAL:

If the project is approved, the subject application should be conditioned on the following:

1. STD#190 (I,E,F)- Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County

Improvement Standards, including any fee required by the Sacramento County Water Agency Code.

2. There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.

3. Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.

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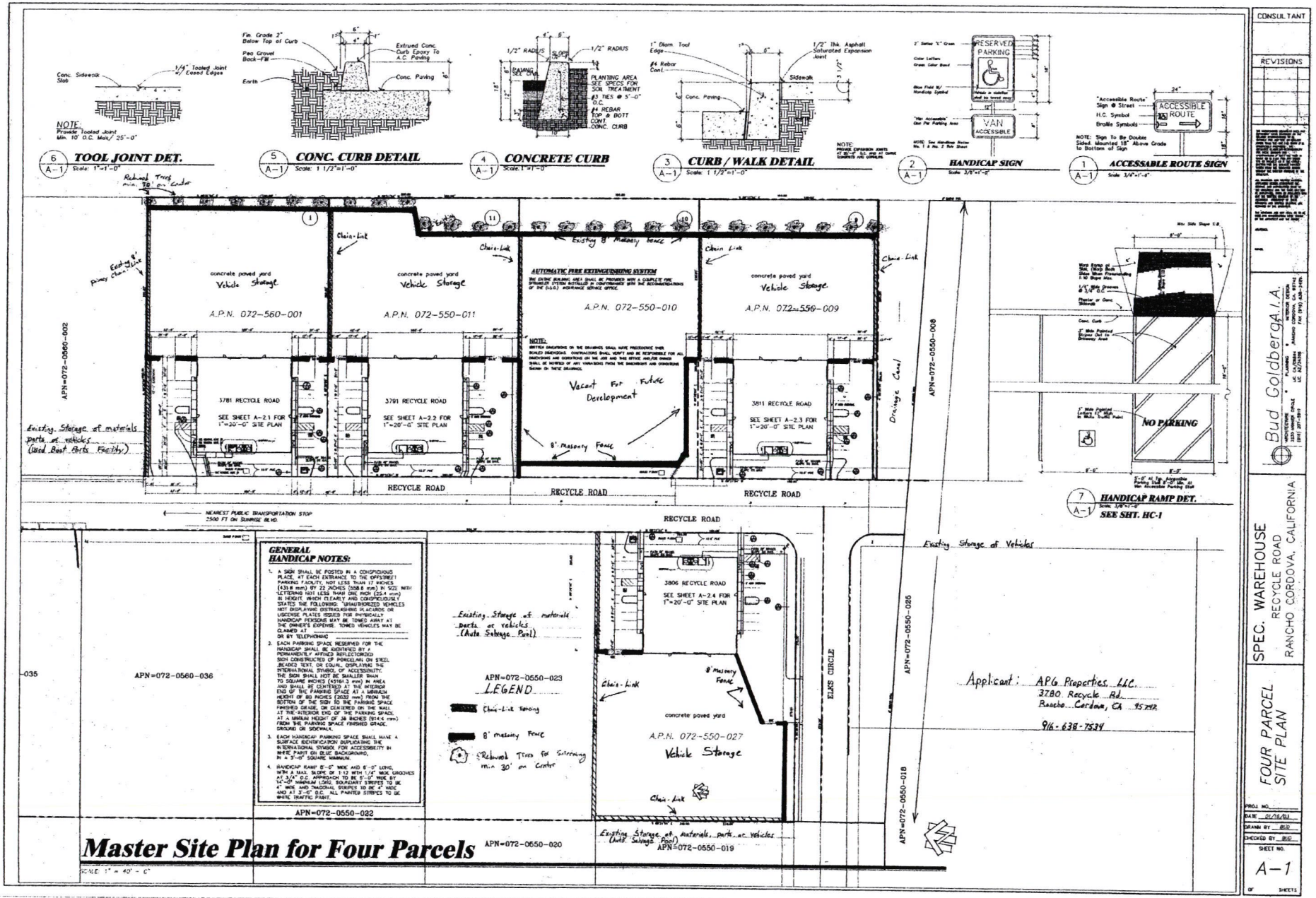
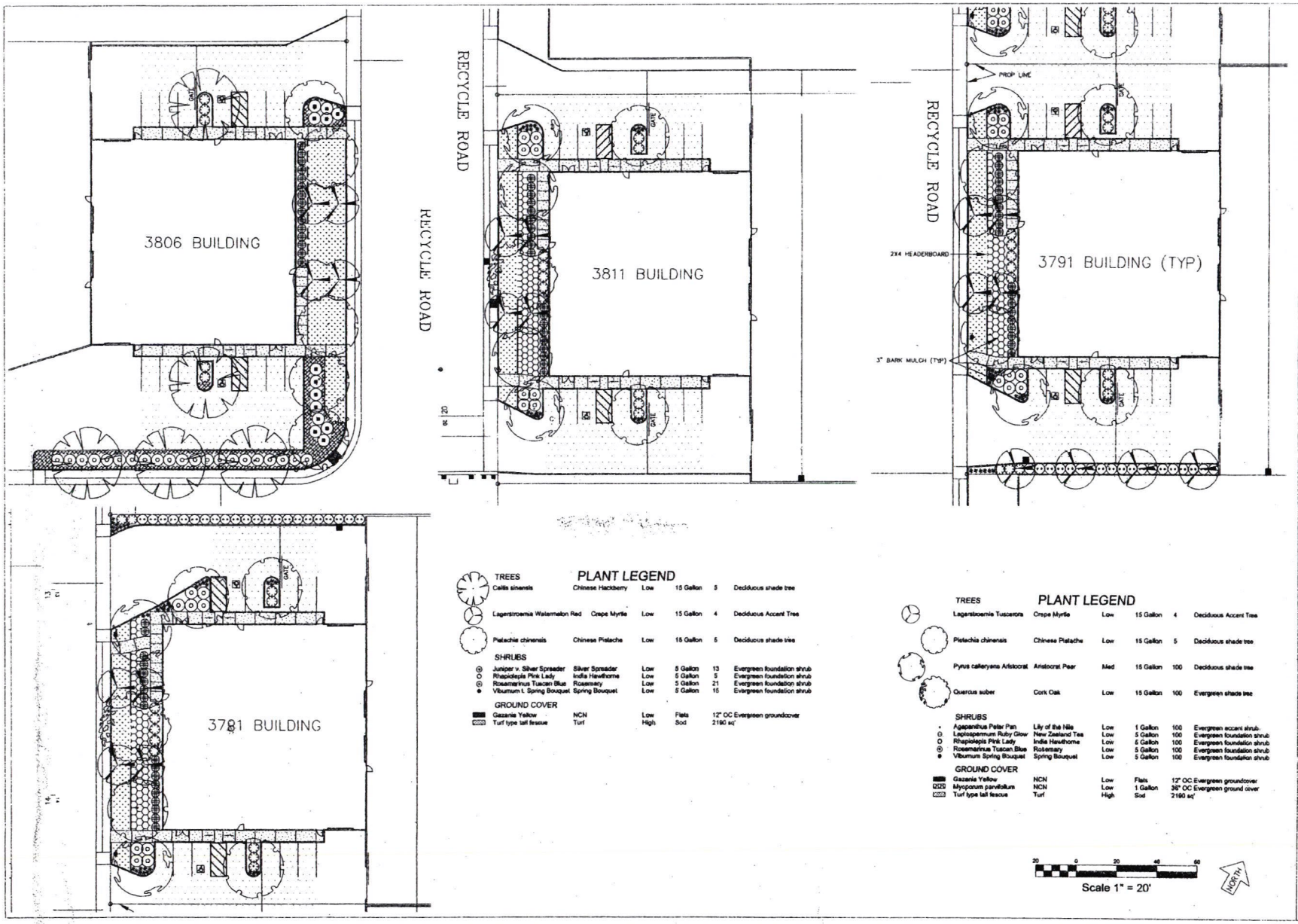


Attachment 5


3806 BUILDING
3811 BUILDING
3791 BUILDING (TYP)
3781 BUILDING
RECYCLE ROAD
RECYCLE ROAD
RECYCLE ROAD
PROP LINE
2X4 HEADERBOARD
3" BARK MULCH (TYP)
GATE
GATE
GATE

G-J. **Consideration of the Conditional Use Permit for 3791, 3781, 3806 and 3811 RECYCLE ROAD– Project Nos. RC-04-127 thru RC-04-130:**

Request: Applicant is requesting a Conditional Use Permit to allow auto dismantling use in the South Sunrise Special Planning Area / M2 (Heavy Industrial) zone.
Project Applicant: Ken Philp, 9497 San Paulo Circle, Elk Grove, CA, 95642
Project Location: APN: 072-0550-011, 3791 Recycle Road.

Assistant Planner Kathleen Franklin presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127, RC-04-128, RC-04-129 and RC-04-130, subject to the Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Ken Philp, project Applicant.

The Commissioners had the following concerns and comments:

- Does the City foresee recycling on Sunrise Blvd. or will it be moved? There has been no decision made at this point, but there have been discussions.
- Will masonry walls be placed on property lines not adjacent to properties with auto recycling? Yes.
- How far out does the floodplain come out onto the property? 5 to 6 feet.

The Commissioners felt staff and the representative for the project adequately addressed the above concerns and comments.
Action:

Motion 1: Commissioner Burke moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA).

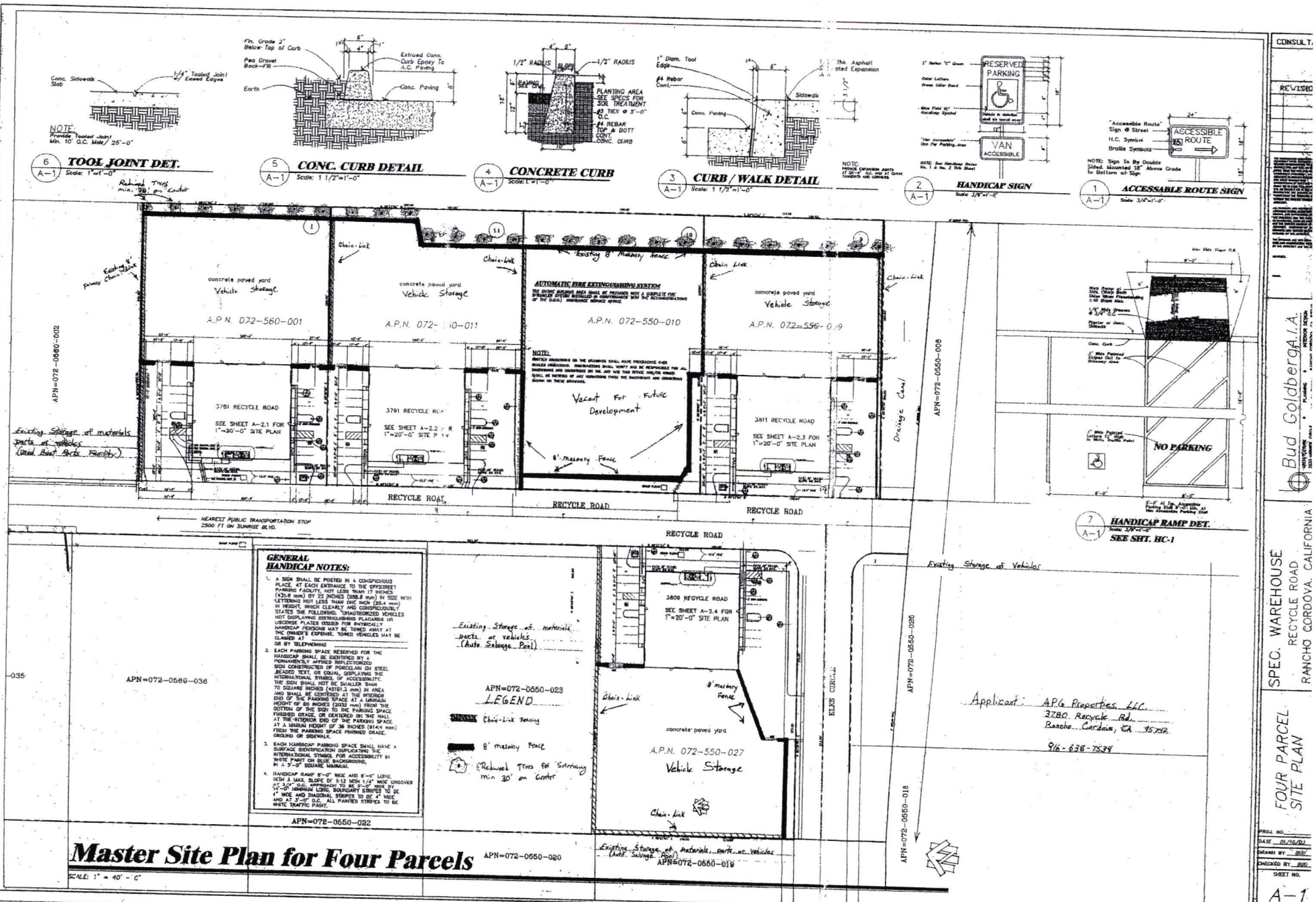
Motion 2: Vice Chair Vance moved, seconded by Commissioner Konarski, to recommend the Planning Commission adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127 thru RC-04-130, subject to the Findings, Evidence, and Conditions of Approval.

Vote on the Motions:

AYES: Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz

NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.


TOOL JOINT DET.
CONC. CURB DETAIL
CONCRETE CURB
CURB / WALK DETAIL
HANDICAP SIGN
ACCESSABLE ROUTE SIGN
HANDICAP RAMP DET.
SEE SHT. HC-1
concrete paved yard
Vehicle Storage
A.P.N. 072-560-001
A.P.N. 072-550-010
A.P.N. 072-550-009
3751 RECYCLE ROAD
3791 RECYCLE ROAD
3811 RECYCLE ROAD
3808 RECYCLE ROAD
SEE SHEET A-2.1 FOR 1"=20'-0" SITE PLAN
SEE SHEET A-2.3 FOR 1"=20'-0" SITE PLAN
SEE SHEET A-2.4 FOR 1"=20'-0" SITE PLAN
RECYCLE ROAD
ELKS CIRCLE
Drainage Canal
Existing 8' Masonry Fence
Chain-Link
8' masonry Fence
Vacant For Future Development
AUTOMATIC FIRE EXTINGUISHING SYSTEM
NO PARKING
Existing Storage of materials parts of vehicles (Used Boat Parts Facility)
Existing Storage of materials parts of vehicles (Auto Salvage Yard)
Existing Storage of Vehicles
APN=072-0560-002
APN=072-0560-036
APN=072-0550-022
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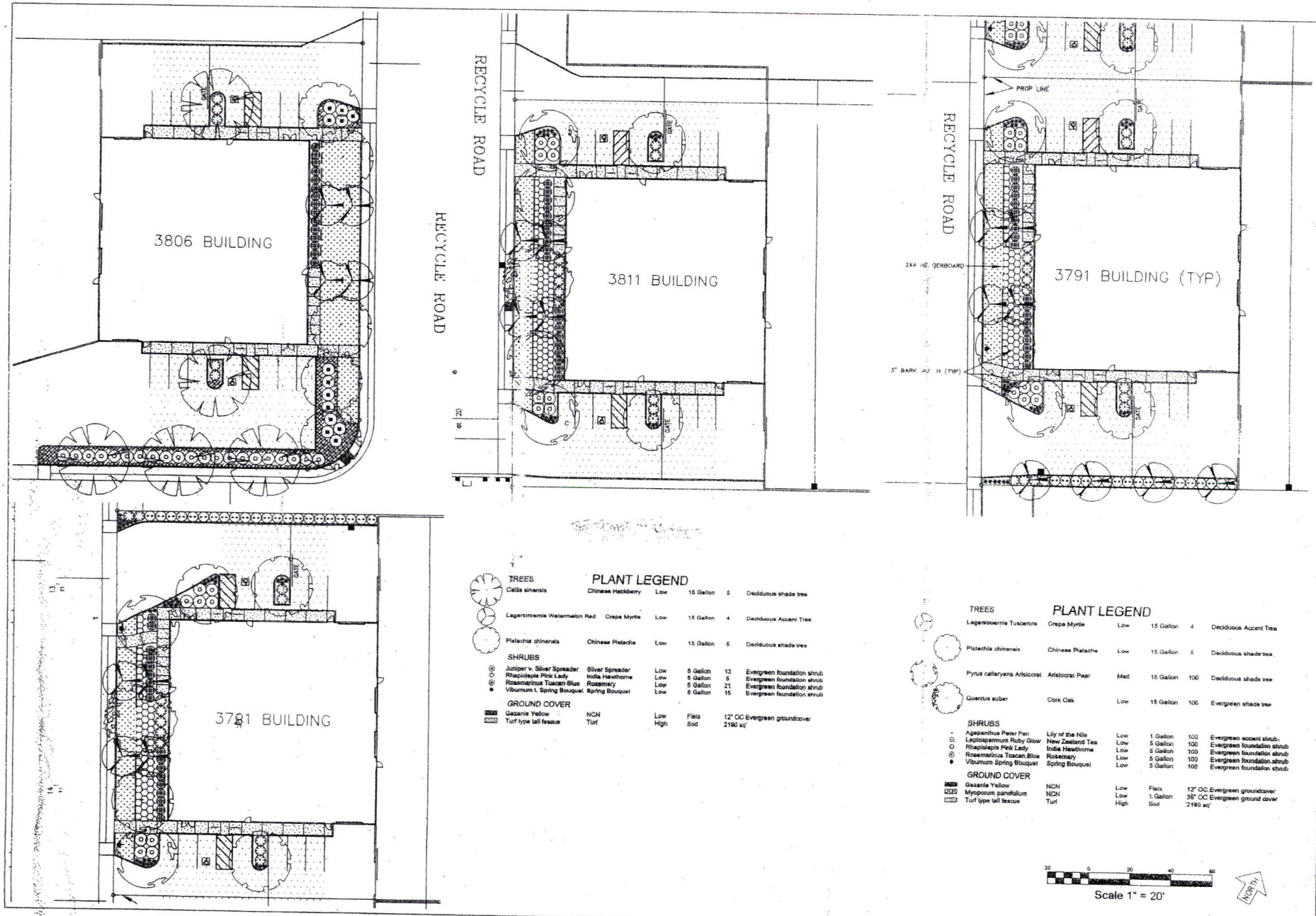
APN=072-0550-019
APN=072-0550-018
APN=072-0550-026
APN=072-0550-008
NEAREST PUBLIC TRANSPORTATION STOP 2500 FT ON SUNRISE BLVD.
GENERAL HANDICAP NOTES:
1. A SIGN SHALL BE POSTED IN A CONSPICUOUS PLACE AT EACH ENTRANCE TO THE OFFSTREET PARKING FACILITY, NOT LESS THAN 17 INCHES (431.8 mm) BY 22 INCHES (558.8 mm) IN SIZE WITH LETTERING NOT LESS THAN ONE INCH (25.4 mm) IN HEIGHT, WHICH CLEARLY AND CONSPICUOUSLY STATES THE FOLLOWING: "UNAUTHORIZED VEHICLES NOT DISPLAYING DISTINGUISHING PLACARDS OR LICENSE PLATES ISSUED FOR PHYSICALLY HANDICAP PERSONS MAY BE TOWED AWAY AT THE OWNER'S EXPENSE. TOWED VEHICLES MAY BE CLAIMED AT ____ OR BY TELEPHONING ____"
2. EACH PARKING SPACE RESERVED FOR THE HANDICAP SHALL BE IDENTIFIED BY A PERMANENTLY AFFIXED REFLECTORIZED SIGN CONSTRUCTED OF PORCELAIN ON STEEL, BRAZED, TEXT, OR EQUAL, DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. THE SIGN SHALL NOT BE SMALLER THAN 70 SQUARE INCHES (45161.3 mm) IN AREA AND SHALL BE CENTERED AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT OF 80 INCHES (2032 mm) FROM THE BOTTOM OF THE SIGN TO THE PARKING SPACE FINISHED GRADE, OR CENTERED ON THE WALL AT THE INTERIOR END OF THE PARKING SPACE AT A MINIMUM HEIGHT OF 36 INCHES (914.4 mm) FROM THE PARKING SPACE FINISHED GRADE, GROUND OR SIDEWALK.
3. EACH HANDICAP PARKING SPACE SHALL HAVE A SURFACE IDENTIFICATION DUPLICATING THE INTERNATIONAL SYMBOL FOR ACCESSIBILITY IN WHITE PAINT ON BLUE BACKGROUND, IN A 3'-0" SQUARE MINIMUM.
4. HANDICAP RAMP 5'-0" WIDE AND 8'-0" LONG, WITH A MAX. SLOPE OF 1:12 WITH 1/4" MAX GROOVES AT 3/4" O.C. APPROACH TO BE 5'-0" WIDE BY 14'-0" MINIMUM LONG. BOUNDARY STRIPES TO BE 4" WIDE AND DIAGONAL STRIPES TO BE 4" WIDE AND AT 3'-0" O.C. ALL PAINTED STRIPES TO BE WHITE TRAFFIC PAINT.
LEGEND
Chain-Link Fencing
8' masonry Fence
Relocated Trees for Screening min 30' on Center
Applicant: AP6 Properties, LLC.
3780 Recycle Rd.
Rancho Cordova, CA 95742
916-638-7529
Master Site Plan for Four Parcels
SCALE: 1" = 40'-0"
CONSULT.
REVISIO
Bud Goldberg A.I.A.
SPEC. WAREHOUSE
RECYCLE ROAD
RANCHO CORDOVA, CALIFORNIA
FOUR PARCEL SITE PLAN
PROJ. NO.
DATE 01/16/01
DRAWN BY gdb
CHECKED BY BVD
SHEET NO.
A-1
Attachment 4



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree	
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub	
Rhapidolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub	
Viburnum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Turf type tall fescue	Turf	High	Sod	2190 sq'		

PLANT LEGEND

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Turf type tall fescue	Turf	High	Sod	2190 sq'		

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC BRANDT, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

Boeing Company
Elks Cir
Elks Cir
Rancho Cordova, CA 95742

Hutnick Marsha L & William A Carroll
& k
3427 California Ave

Carmichael, CA 95608

Spence Bob F & Corinne S
1165 Investment Blvd
Eldoradohills, CA 95762

Sacramento Viking & Ken Philp
3780 Recycle Rd Ste 1
Rancho Cordova, CA 95742

Elks Rancho Cordova Lodge
P.O. Box 204
Rancho Cordova, CA 95742

Cordova Enterprises
11450 Elks Cir
Rancho Cordova, CA 95742

Gooder Daniel L
11451 Elks Cir
Rancho Cordova , CA 95742

Clarksons California Properties
11426 Elks Cir
Rancho Cordova, CA 95742

United States of America
50 United Nations Plz
San Fransico, CA 94102

McDonald Properties
11460 Elks Cir
Rancho Cordova, CA 95742

Moore, Darin
3527 Recycle Rd
Rancho Cordova, CA 95742

M/M Dev
3527 Recycle Rd
Rancho Cordova, CA 95742

Jones Family Trust & Louise E Jones III
& Rebecca S Jones
1601 Response Rd #160
Sacramento, CA 95815

Charles C Weisch Revocable Living
Trust
2012 Empire Mine Cir
Gold River, CA 95670

Cordova Recreation & Park Dist
2197 Chase Dr
Rancho Cordova, CA 95670

MA Diep Kim
11492 Refinement Rd
Rancho Cordova, CA 95742

Ma Nag K & Van T M & Diep K &
Loan
11492 Refinement Rd
Rancho Cordova, CA 95742

Jones, Louise E III & Rebecca S
1601 Response Rd #160
Sacramento, CA 95815

Sacramento Viking, Philp, Moore,
Glover, Rosenfeld
Dba: APG Properties, LLC
3780 Recycle Road Ste 1
Rancho Cordova, CA 95742

Folsom Cordova Unified School Dist
1091 Coloma St
Folsom, CA 95630

Donald E Strassburg Family Living
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3755 Omec Cir
Rancho Cordova, CA 95742

Boeing Company
Elks Cir
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Rancho Cordova, CA 95742

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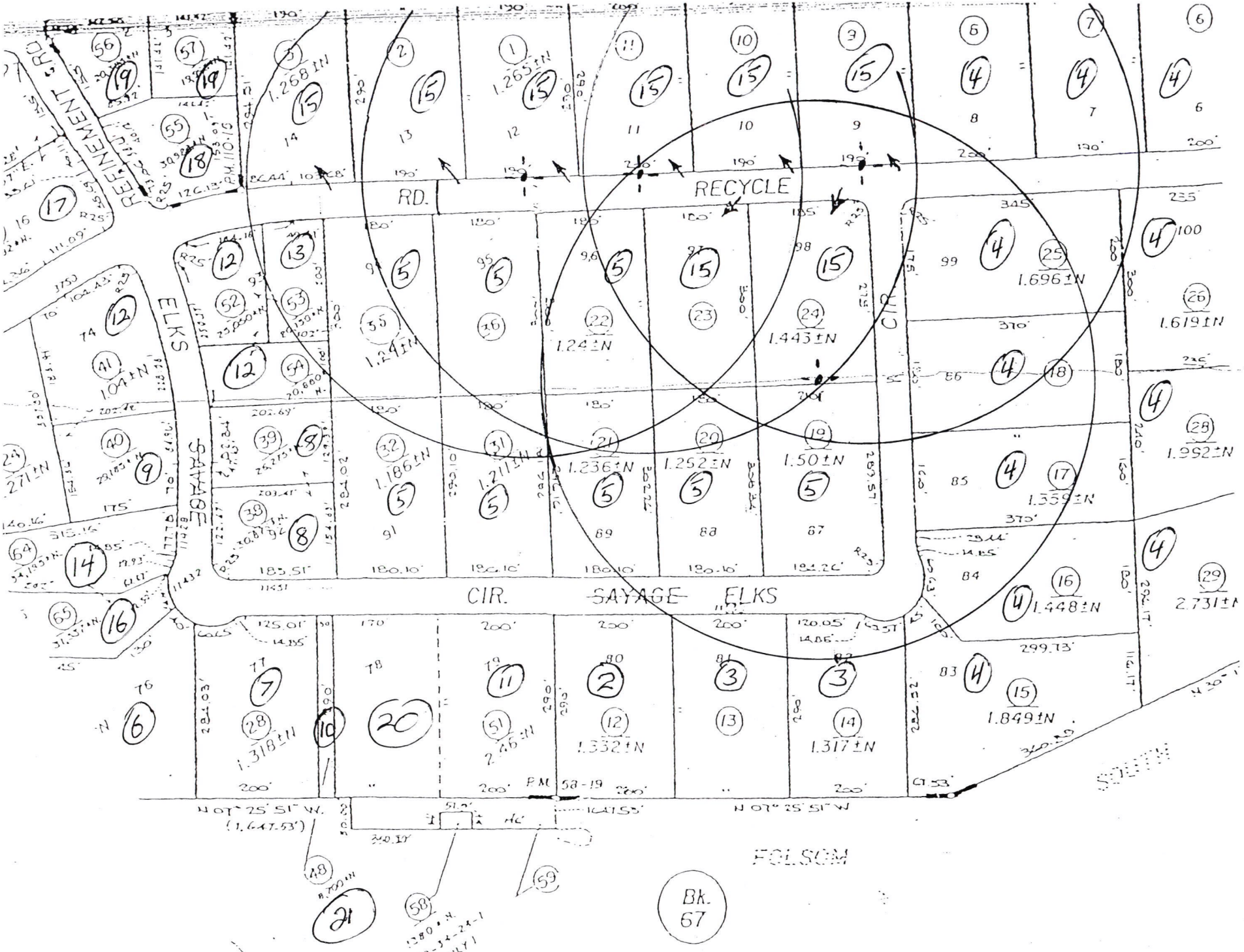
Rancho Cordova, CA 95742

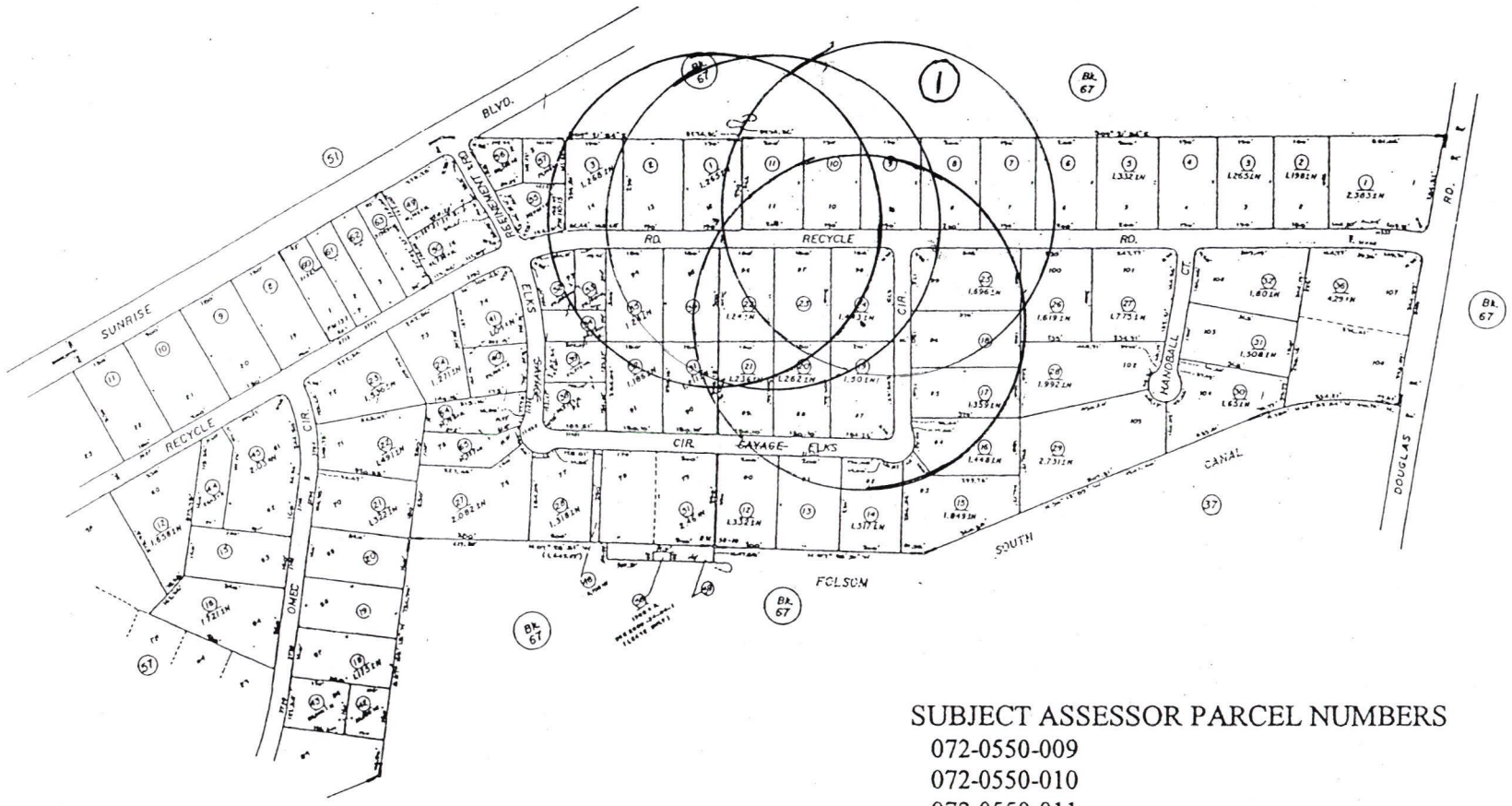
AVERY® Address Labels Laser 5960™



Parcel Map, Bk. 58 Pg. 19

Plat Map

POR. PROJ. T.8N., R.6 & 7E., M.D.B. & M.



SUBJECT ASSESSOR PARCEL NUMBERS

072-0550-009
072-0550-010
072-0550-011
072-0550-023
072-0550-024
072-0560-001
072-0560-002
072-0560-003

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: 3781 RECYCLE ROAD CONDITIONAL USE PERMIT RC-04-128

RECOMMENDATION

The Planning Commission recommends the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 06-2005 approving the Design Review for Project No. RC-04-128, subject to the findings Project Plans (Exhibit A) and Conditions of Approval (Exhibit B).

.

BACKGROUND

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project was analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed building would be, although auto dismantling was considered a possibility. During the Design Review process, the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

The Planning Commission reviewed the request for a Conditional Use Permit at its December 9, 2004 meeting **(See Attachment 2)**. The Commission had questions concerning the type of fencing material to be used and the continued auto recycling use in this area (**See Attachment 3)**. The Planning Commission felt the proposed use was compatible as surrounding uses were auto recycling and recommend approval of the project to the City Council by a 7-0 vote.

AGENDA ITEM # 15

Attachment(s):

1. Resolution No. 06-2005 with Project Plans (Exhibit A) Conditions of Approval (Exhibit B)
2. Planning Commission Staff Report dated December 9, 2004
3. Planning Commission Minutes dated December 9, 2004
4. Project Plans
5. 500' Radius Map and Labels

RESOLUTION #06-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT FOR 3781 RECYCLE ROAD TO ALLOW AUTO RECYCLING PROJECT # RC-04-128

WHEREAS, KEN PHILIP (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow the auto dismantling use at 3781 Recycle Road (Assessor's Parcel Number 072-0560-001); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, the project the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA).

WHEREAS, the City Council of the City of Rancho Cordova has conducted a properly noticed public hearing pursuant to Government Code section 65090 and has duly considered all written and verbal testimony presented during the hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

Approve the Conditional Use Permit, subject to the Project Plans (Exhibit A) and Conditions of Approval (Exhibit B, with attachments), based on the following findings

1. That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

   Finding:
   The project is an in-fill project is Categorically Exempt under Section 15332 of the California Environmental Quality Act (CEQA) Guidelines.

   Evidence:
   The project meets the Class 32 conditions of CEQA which consists of projects characterized as in-fill development. The project meets the conditions of this section as follows: 1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as the applicable zoning designations and regulations: 2. The proposed development occurs within city limits and is on a project site of 1.3 +/- acres; 3. The project site has been use previously to store dismantled vehicles and has no value as habitat for endangered, rare or threatened species; 4. No significant issues with traffic, noise, air or water quality are identified with this project; and 5. The site is served by all required utilities and public services.

   Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

   Evidence: The City finds that, as a result of its Initial Study conducted to evaluate the potential for adverse environmental impacts, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

2. Approve the Conditional Use Permit subject to the Site Plan (see Exhibit A) and the Conditions of Approval (see Exhibit B) and the following Findings:

   Finding: The establishment, maintenance and operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. (Zoning Code §110-30)

   Evidence: The proposed project will be consistent with the M-2 Intensive Industrial designation within the City's Zoning Code and General Plan. The proposed use is an in-fill project and upon analysis of the project no significant impacts were identified. The proposed use is within the South Sunrise Specific Planning Area which is identified for auto recycling use. Therefore, the use will not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

   Finding: The proposed project will conform to the regulations and development standards contained in the South Sunrise Special Planning Area (SPA).

   Evidence: The project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use. The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

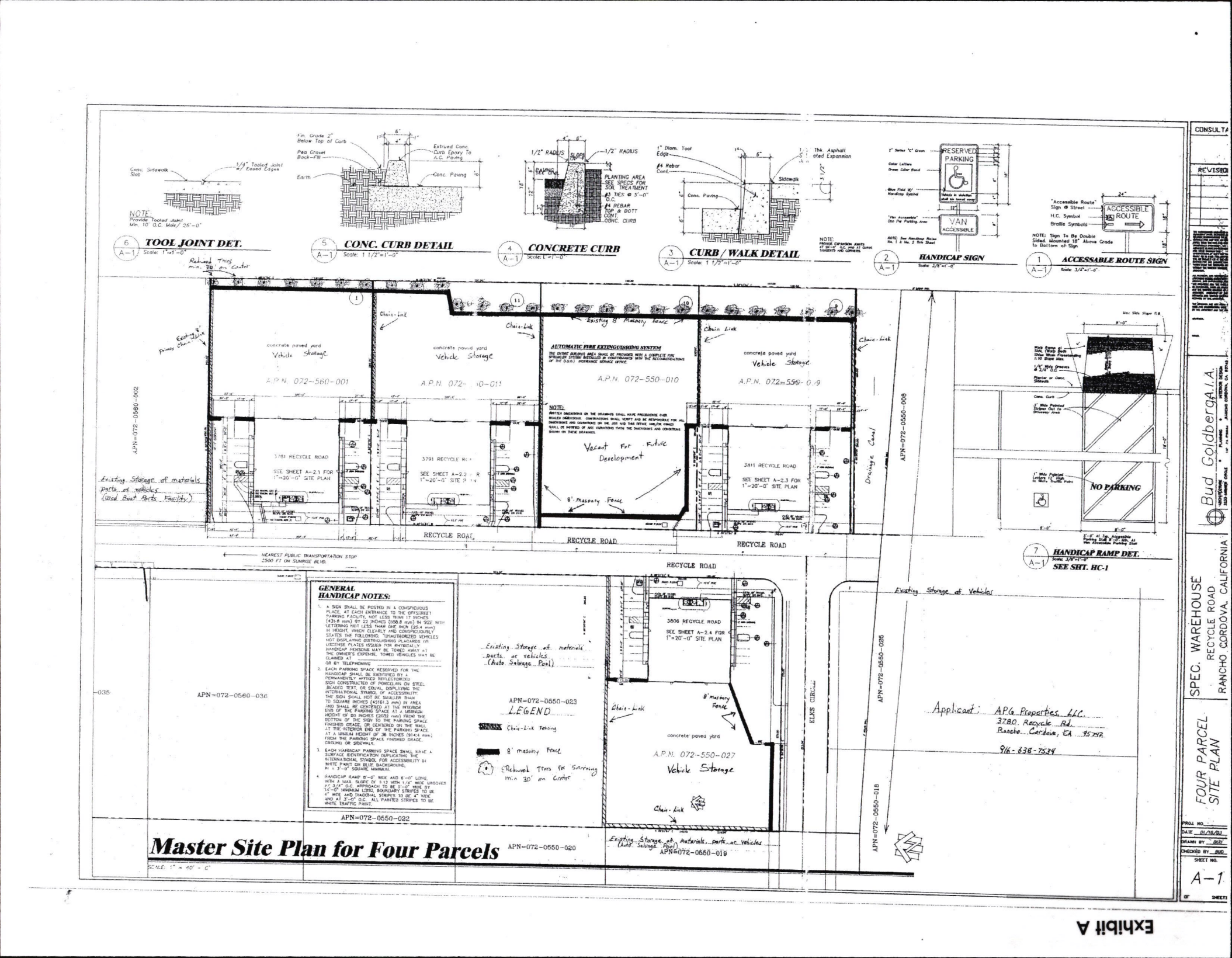
PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

_____
LILLIAN HARE
CITY CLERK


6 A-1 TOOL JOINT DET. Scale: 1"=1'-0"
5 A-1 CONC. CURB DETAIL Scale: 1 1/2"=1'-0"
4 A-1 CONCRETE CURB Scale: 1"=1'-0"
3 A-1 CURB / WALK DETAIL Scale: 1 1/2"=1'-0"
2 A-1 HANDICAP SIGN Scale: 3/8"=1'-0"
1 A-1 ACCESSABLE ROUTE SIGN Scale: 3/8"=1'-0"
Conc. Sidewalk Slab
1/4" Tooled Joint w/ Eased Edges
NOTE Provide Tooled Joint Min. 10' O.C. Max./ 25'-0"
Fin. Grade 2" Below Top of Curb
Pea Gravel Back-Fill
Earth
Extrued Conc. Curb Epoxy To A.C. Paving
Conc. Paving
1/2" RADIUS
SLOPE
PAVING
PLANTING AREA SEE SPECS FOR SOIL TREATMENT
#3 TIES @ 5'-0" O.C.
#4 REBAR TOP & BOTT CONT. CONC. CURB
1" Diam. Tool Edge
#4 Rebar Cont.
Conc. Paving
Sidewalk
Thk. Asphalt ated Expansion
NOTE: PROVIDE EXPANSION JOINTS AT 20'-0" O.C. and AT Conc. TRANSITS AND CORNERS.
RESERVED PARKING
VAN ACCESSIBLE
"Accessable Route" Sign @ Street
H.C. Symbol
Braille Symbols
ACCESSIBLE ROUTE
NOTE: Sign To Be Double Sided, Mounted 18" Above Grade to Bottom of Sign
Relocate Trees min. 20' on center
Existing 8' Masonry Fence
Chain-Link
AUTOMATIC FIRE EXTINGUISHING SYSTEM
THE ENTIRE BUILDING AREA SHALL BE PROVIDED WITH A COMPLETE FIRE SPRINKLER SYSTEM INSTALLED IN CONFORMANCE WITH THE RECOMMENDATIONS OF THE (U.L.C.) INSURANCE SERVICE OFFICE.
NOTE: WRITTEN DIMENSIONS ON THE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE AND/OR OWNER SHALL BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THESE DRAWINGS.
concrete paved yard Vehicle Storage
A.P.N. 072-560-001
A.P.N. 072-550-011
A.P.N. 072-550-010
A.P.N. 072-550-009
Vacant For Future Development
8' Masonry Fence
3791 RECYCLE ROAD
SEE SHEET A-2.1 FOR 1"=20'-0" SITE PLAN
3811 RECYCLE ROAD
SEE SHEET A-2.3 FOR 1"=20'-0" SITE PLAN
Existing Storage of materials parts of vehicles (Used Boat Parts Facility)
Drainage Canal
APN=072-0560-002
APN=072-0550-008
RECYCLE ROAD
NEAREST PUBLIC TRANSPORTATION STOP 2500 FT ON SUNRISE BLVD.
NO PARKING
7 A-1 HANDICAP RAMP DET. Scale: 3/8"=1'-0"
SEE SHT. HC-1
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APN=072-0550-032
APN=072-0550-023
Existing Storage of materials parts of vehicles (Auto. Salvage Pool)
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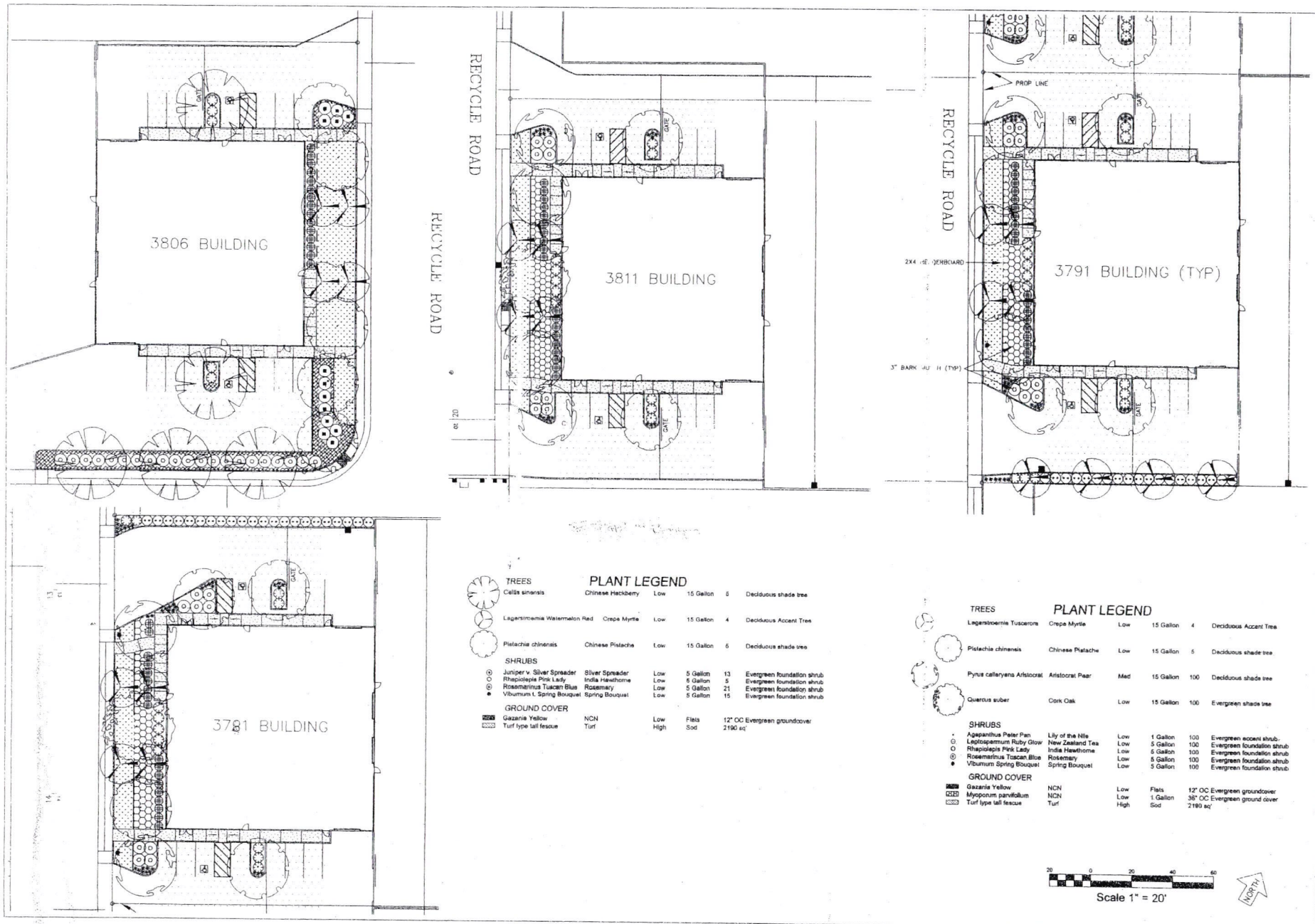
Chain-Link Fencing
8' masonry Fence
Redwood Trees for Screening min 30' on Center
3808 RECYCLE ROAD
SEE SHEET A-2.4 FOR 1"=20'-0" SITE PLAN
A.P.N. 072-550-027
Vehicle Storage
ELKS CIRCLE
APN=072-0550-025
APN=072-0550-018
APN=072-0550-020
Existing Storage of materials, parts or vehicles (Auto. Salvage Pool)
APN=072-0550-019
Existing Storage of Vehicles
Applicant: APG Properties, LLC.
3780 Recycle Rd.
Rancho Cordova, CA 95742
916-638-7539
Master Site Plan for Four Parcels
SCALE: 1" = 40' - 0"
CONSULTA
REVISIO
Bud Goldberg A.I.A.
SPEC. WAREHOUSE
RECYCLE ROAD
RANCHO CORDOVA, CALIFORNIA
FOUR PARCEL SITE PLAN
PROJ. NO.
DATE 01/16/01
DRAWN BY BGD
CHECKED BY BGD
SHEET NO.
A-1
OF SHEETS

Exhibit A



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PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DEARING, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the City Council staff report for Project No. 04-128, 3781 Recycle Road, dated January 18, 2005 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	
6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	

8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	
14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	
19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning	On-Going	Planning Department	

	solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.			
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	
24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of	Prior to Building Permit	Department of Water Resources	

	Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".		Drainage	
29.	Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.	Prior to Building Permit	CSD-1	
30.	Each building shall have a separate connection to the CSD-1 sewer system.	Prior to Building Permit	CSD-1	
31.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
32.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division. Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
	Prior to Occupancy			
33.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
34.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
35.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
36.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento –	

			Water Resources	
37.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	
38.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
39.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	

41.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
42.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in

those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

Planning Commission Staff Report

Date:	December 9, 2004
Project:	Recycle Road Auto Dismantling Conditional Use Permit
File:	RC-04-128
Request:	The applicant is requesting a Conditional Use Permit to allow the Auto Dismantling use in the South Sunrise Special Planning Area.
Location:	3781 Recycle Road
APN:	072-0560-001
Planner:	Kathleen Franklin, Assistant Planner

OWNERS:	APPLICANT:
Ken and Vikki Philp 9496 San Paulo Circle Elk Grove, CA 95624 George and Donna Rosenfeld 1715 S. El Molino San Marino, CA 91108 Sacramento Viking, LLC 81-811 Prism Drive La Quinta, CA 92253 Darin Moore 3590 Sunrise Blvd. Rancho Cordova, CA 95742 Donald and Gail Glover 3414 Rolling Way Carmichael, CA 95608	Ken Philp 9496 San Paulo Circle Elk Grove, CA 95624

Staff Recommendation:

Recommend that the City Council find the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for the auto recycling use at 3781 Recycle Road.

Background:

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project will be analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed

building would be, although auto dismantling was considered a possibility. During the Design Review process the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

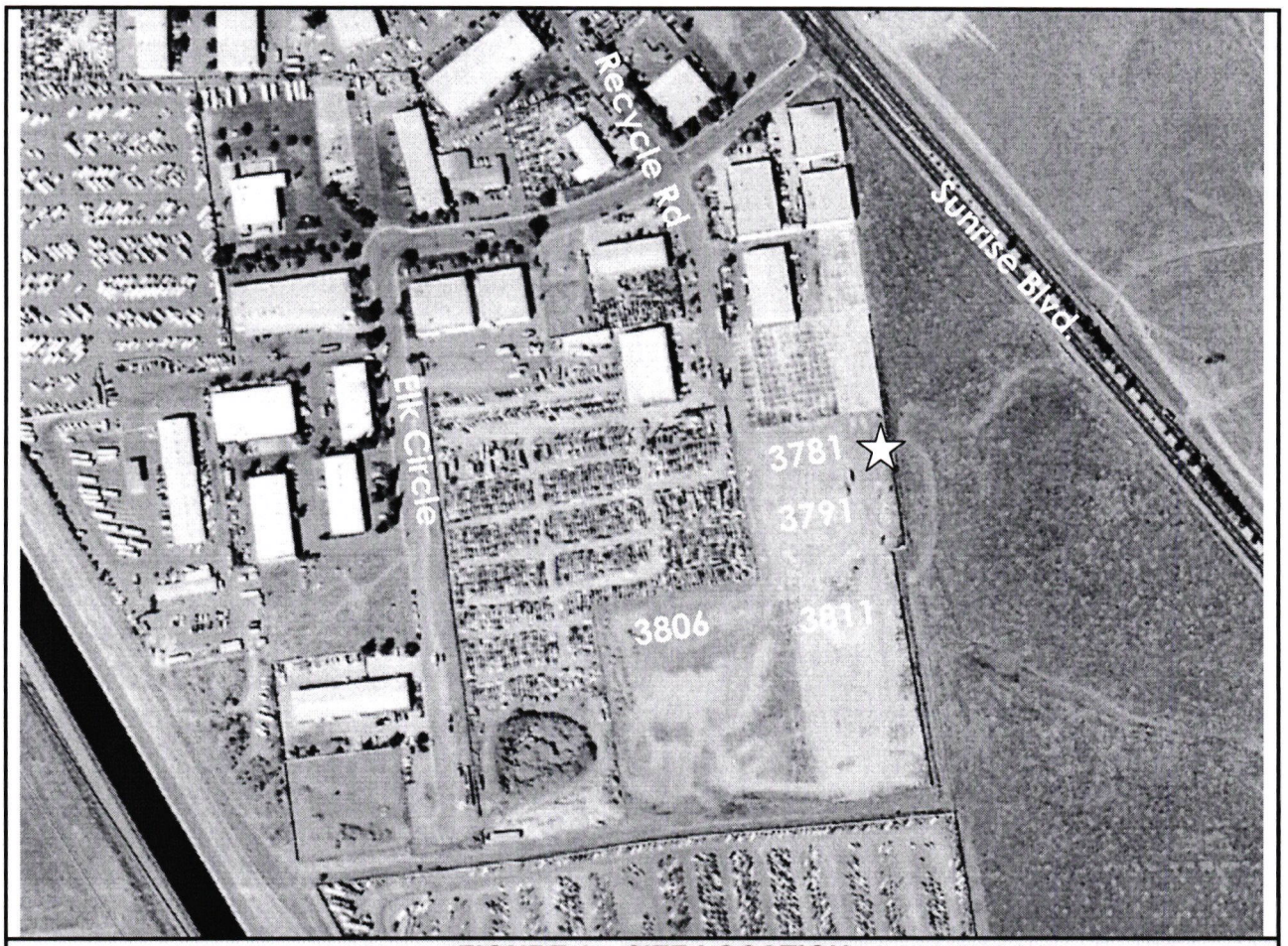

FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Intensive Industrial	M-2	Vacant
North	Intensive Industrial	M-2	Vacant
East	Intensive Industrial	M-2	Vacant
South	Intensive Industrial	M-2	Vacant
West	Intensive Industrial	M-2	Auto Dismantling

Analysis:

The applicant is requesting approval of the Conditional Use Permit to allow an auto dismantling operation to be located within the M-2 zoning at 3781 Recycle Road. The Planning Commission previously reviewed the project site in April, 2004 with regards to a request for Design Review for an industrial building.

The project request is consistent with the General Plan Intensive Industrial land use designation and the M-2 Rancho Cordova Zoning designation. The site is approximately 1.33 acres and is adequate for the proposed facility to operate safely and efficiently. The site is surrounded by other industrial uses and therefore, land use compatibility is not identified as a concern. The warehouse will be used to dismantle vehicles and for the storage of weather sensitive auto parts. The rear of the site will be used for the storage of dismantled vehicles. Paved parking has been provided in the front of the parcel on Recycle Road with access to the property provided by a single driveway.

As previously stated the project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use (See Attachment 2). The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

Specific Standards for Auto Wrecking Yards Located Within Floodplains

Section 325-30 of the City's Zoning Code provides standards for auto wrecking yards that are located within a floodplain. According to the County of Sacramento Water Resources Drainage, the proposed project is located within a local flood plain. Therefore conditions have added to include the standards set forth by this section of the Zoning Code (See Attachment 3).

Landscaping

The applicant has submitted a landscaping plan that is consistent with the City's Water Conservation Ordinance; meets the Zoning Code Industrial development standards; and provides the required standards for parking lot shading.

Public Comment

On November 26, 2004, a public hearing notice was published in the Grapevine Newspaper and notices were mailed to all property owners within 500' of the project site. No comments were received at the time of preparation of the staff report.

Conclusion:

The proposed auto recycling use is consistent with the Intensive Industrial General Plan designation, the M-2 Zoning, and the South Sunrise Special Planning Area (SPA). The project has been conditioned to meet the development standards of the Zoning Code and the SPA; therefore, staff recommends the Planning Commission forward a recommendation of approval to the City Council for Project RC-04-128, a Conditional Use Permit to allow the auto dismantling use at 3781 Recycle Road.

Environmental Analysis:

The project is exempt under Section 15060(c)(2) of the California Environmental Quality Act Guidelines (CEQA), which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

Financial Implications to City:

There are no significant cost implications to the City for this development.

Recommended Motions:

1. "I move the Planning Commission recommend the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA)".
2. "I move the Planning Commission recommend the City Council approve the Conditional Use Permit for Project No. RC-04-128 to allow the auto recycling use at 3781 Recycle Road".

Attachments:

1. Conditions of Approval
2. South Sunrise Special Planning Area Ordinance
3. Zoning Code Section 325-30
4. Agency Comments
5. Project Plans

Conditions of Approval

Attachment 1

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the Planning Commission staff report for Project No. 04-127, 3791 Recycle Road, dated December 9, 2004 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	

6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	
8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
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10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
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13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	

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16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
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19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
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23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	

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29.	Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.	Prior to Building Permit	CSD-1	
30.	Each building shall have a separate connection to the CSD-1 sewer system.	Prior to Building Permit	CSD-1	
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37.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	

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40.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	

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ADVISORY COMMENTS
Sacramento County Sheriff's Department

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- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

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    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

SOUTH SUNRISE SPECIAL PLANNING AREA

509-100. INTENT. It is the intent of the Board of Supervisors in adopting this Special Planning Area Ordinance to continue to allow development in the South Sunrise Area, described in Section 509-104, under the standards and uses permitted in the M-2 zone except, that when a twenty five (25) foot landscaped setback is provided with dense screen trees, the outside storage height of auto parts and dismantled vehicles stored behind an enclosed fence or wall shall be allowed to exceed the height of the fence or wall, based on the storage setback highpoint from the fence or wall.

It is also the intent of the Board of Supervisors in adopting this ordinance to allow the incidental sales of used automobiles in conjunction with a auto dismantling business.

The objectives of South Sunrise Auto Dismantlers Special Planning Area are:

(a) To recognize the existing development of dense screen trees planted in the landscaped setback areas adjacent to public streets which improves the aesthetics along Sunrise Boulevard and other public streets in the South Sunrise Area. These characteristics support the application of different standards.

(b) To maintain and continue the existing pattern of dense screen trees in a twenty five (25) foot landscape area along Sunrise Boulevard and other public streets in the South Sunrise area.

(c) To require when auto parts or dismantled vehicles are stored outside, at a level higher than the fence or wall there should be dense screen trees to shield the view from the public street or public street right of way.

(d) To allow the outside storage height of auto parts and dismantled vehicles stored behind an enclosed wall or fence, to exceed the height of the fence or wall, and to allow the storage height to increase as the setback from the public street and wall increases in a "tiered" manner.

(e) To allow the incidental sales of used automobiles and trucks in conjunction with auto dismantling in the South Sunrise Special Planning Area.

(f) To encourage the use of side yard areas away from public streets for the storage of dismantled vehicle parts.

509-101. Exhibits. Sections described in this section and adopted by Ordinance, are incorporated herein and made a part of this Article to regulate the property described in Section 509-104.

Exhibit 509-104. The boundaries of the area regulated.

Exhibit 509-105. Cross section of public streets

Exhibit 509-106. Plan view and elevation view of dense landscape screening.

509-102. USES. Those permitted and conditionally permitted I the M-2 zoning district classification, as regulated by the M-2 zoning district classification, Section 230-11, the Industrial Land Use Tables, of the Sacramento County Code, except that:

(a) The incidental sales of used automobiles and trucks, shall be allowed without the issuance of a use permit, as regulated in this section. The incidental sales of used cars and trucks shall be limited to utilizing no more than 15% of the developed portion of the site. The sales and display of used cars and trucks in the South Sunrise Special Planning Area shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.

(b) The storage of dismantled vehicles shall be permitted upon issuance of a use permit by the Board of Supervisors after a recommendation of approval by the appropriate authority.

(c) All existing dismantling operations with a valid use permit in effect on the effective date of this ordinance, that are stacking or intend to stack dismantled automobiles or automobile parts above the height of required enclosing walls or fences, shall submit a site and a landscape plan showing the location of existing and proposed improvements on the site, that demonstrate existing or planned compliance with development standards of this Ordinance. Said plans shall be approved by the Planning Department.

509-103. DEVELOPMENT STANDARDS. The development standards shall be the development standards of the M-2 zoning district classification of the Sacramento County Code except that auto dismantling and wrecking yard and the incidental sales of used autos and trucks shall be as regulated herein.

(a) Outside storage of dismantled vehicles.

(1) The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high, and

(2) No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted herein.

(b) If a solid wood or masonry fence is set back from the street right of way, a minimum of twenty five (25) feet, and there is landscaping, or parking and landscaping including screening trees between the right of way and the fence, as required by this section, the following provisions shall apply.

(1) Along all public streets, except Sunrise Boulevard:

(aa) Within a distance of twenty (20) feet of the fence or wall, dismantled vehicle parts may not be stored higher than the required fence or wall.

(bb) Between twenty (20) feet and fifty (50) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between fifty (50) feet and one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(2) Along Sunrise Boulevard:

(aa) Within a distance of thirty (30) feet of fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may not be stored higher than the fence or wall.

(bb) Between thirty (30) feet and sixty (60) feet from the fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between sixty (60) feet and one hundred ten (110) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred ten (110) feet from the fence or wall, setback at least twenty-five (25) feet from Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(3) Screen trees using the County's recommended tree list as a guide, shall be planted at least every thirty (30) feet on center. At maturity the trees shall provide screening to a height of at least twelve (12) feet above the enclosing fence or wall or at least twenty (20) feet above the ground, whichever is greater.

(c) Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.

(d) The inside storage of dismantled vehicles and/or parts may take place inside if the storage is completely screened from the street by the permanent on-site building.

(e) Along interior sideyard where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts or vehicles, the following standard shall apply:

(1) The storage of dismantled vehicles or parts shall be screened behind a solid masonry fence or combination of wood/masonry fence. Said fence may be constructed up to 14 feet in height, or

(2) The storage of dismantled vehicles or parts which extend above the height of the solid wood or masonry fence shall be set back from the property line 10 feet for every 2 feet of storage above the height of the fence.

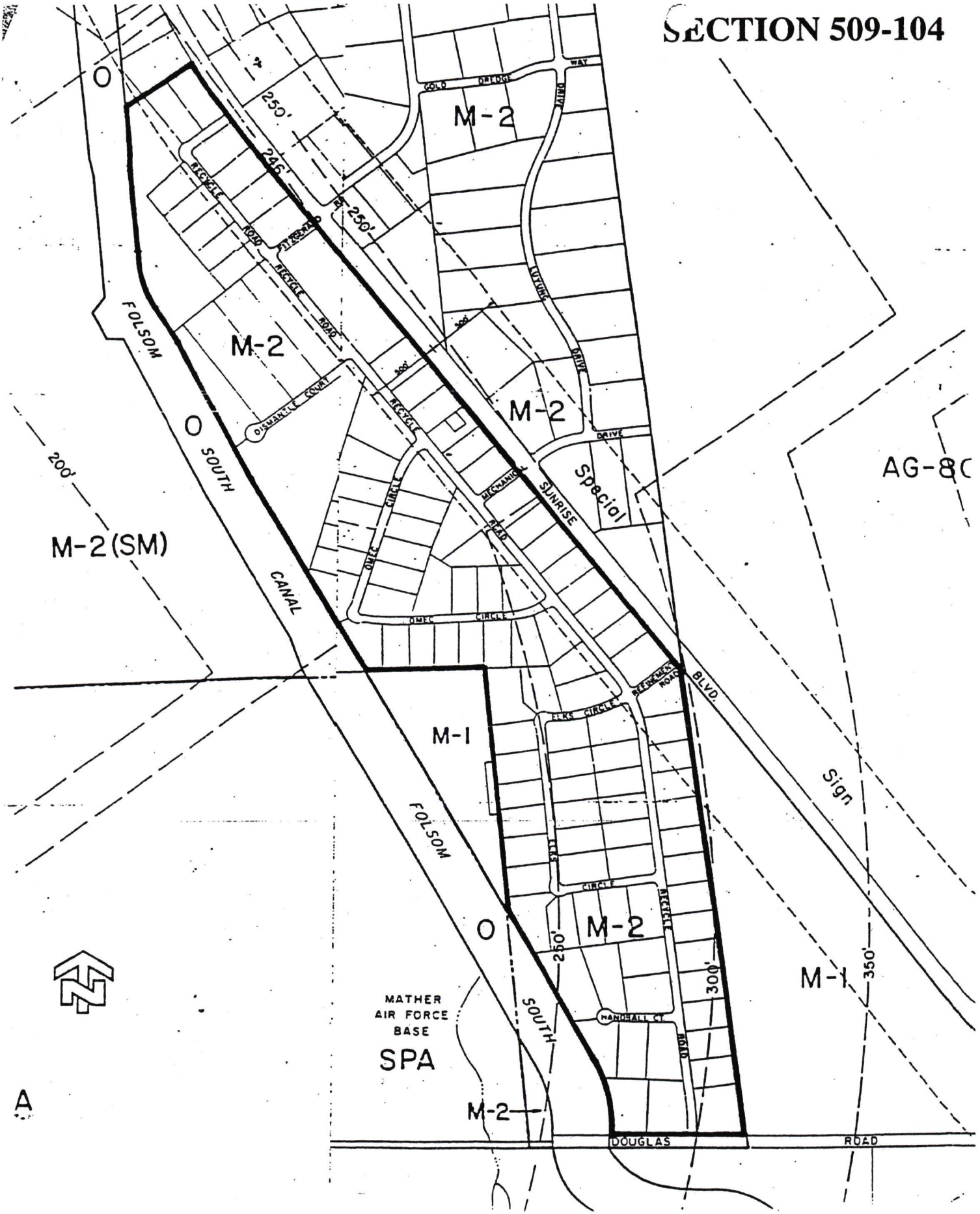
(Example: If there is an 8-foot fence, then storage up to 14 feet must be set back 30 feet from the property line.)

(f) Display of used cars and/trucks for sale:

(1) The display of used cars and trucks shall be within a completely enclosed yard area or completely enclosed building, within the buildable portion of the lot.
(2) The display area shall not exceed 15% of the developed area of the property.
(3) The sale of used cars and/or trucks shall be incidental to a dismantling business operation on the site.

Amended July 12, 1995

SECTION 509-104



ARTICLE 3: SPECIFIC STANDARDS FOR AUTO WRECKING YARDS LOCATED WITHIN FLOODPLAINS

325-30. Application

In addition to the general standards set forth in Articles 1 and 2 of this Chapter, the special standards set forth in this Article shall apply to auto wrecking yard operations located in areas subject to periodic flooding.

325-31. Development Standards

(a) All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100-year floodplain elevation.

(b) No cleaning or engine breakdown should take place within the 100-year floodplain.

(c) All oil should be drained and collected prior to engine removal.

(d) Any fencing should require the approval of Water Resources Division of Public Works.

(e) A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.

(f) Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.

(g) All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".

Attachment 4

CSD-1
COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
www.csd-1.com

Board of Directors
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District Engineer
Marcia Maurer
Chief Financial Officer
Wendell H. Kido
District Manager
Mary K. Snyder
Collection Systems Manager

September 24, 2004
E225.000

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RECEIVED
SEP 29 2004
BY:

Dear Ms. Franklin:

Subject: **3781 Recycle Road**
APN: 072-0560-001
Control No. RC-04-128

Both the County Sanitation District 1 (CSD-1) and the Sacramento Regional County Sanitation District (SRCSD) reviewed the subject documents and have the following comments.

CSD-1 Conditions:

Connection to the District's sewer system shall be required to the satisfaction of CSD-1. Sacramento County Improvement Standards apply to sewer construction.

Each building shall have a separate connection to the CSD-1 sewer system.

In order to obtain sewer service, construction of a CSD-1 sewer infrastructure is expected to be required.

CSD-1 Advisories:

Preliminary analysis shows that the sanitary trunk sewer facilities available to serve this project are capacity constrained. However, improvements are currently under construction to relieve constraints. The subject project will add 0.79% peak wet weather flow to the existing 12-inch trunk. At this time, the project meets criteria established by Water Quality Director Robert F. Shanks in a memorandum dated December 5, 2003, for permission to connect to the sewer system. Therefore, a sewer study or other document addressing the constraint will not be required. Please note that sewer capacity is based on a "first come, first served." basis. There is no guarantee capacity will be available should other developments precede this one.

Developing this property may require the payment of additional sewer impact fees. Applicant should contact the Fee Quote Desk at (916) 876-6100 for sewer impact fee information.

SRCSD Advisories:

Existing SRCSD facilities serving this proposed project are capacity constrained. Ultimate capacity will be provided by the construction of the Bradshaw Interceptors, currently scheduled for completion in 2006. SRCSD and CSD-1 will issue sewer permits to connect to the system if it is determined that capacity is available and the property has met all other requirements for service. This process is "first come, first served." There is no guarantee that capacity will be available when actual requests for sewer service is made. Once connected, the property has the entitlement to use the system. However, its entitlement is limited to the capacity accounted for by the payment of the appropriate SRCSD fees.

If you have any questions regarding these comments, please call Joyce Ferguson at (916) 876-6098 or myself at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/BM: cc

cc: Maria Cablao
Ken Phillip
3780 Recycle Road
Rancho Cordova, CA 95742

RANCHO CORDOVA POLICE DEPARTMENT

Thomas McMahon
Chief of Police

10361 Rockingham Drive
Sacramento, California 95827

916.875.9600 – Main
916.875.8673 – Fax

www.RanchoCordovaPD.com

August 10, 2004

SEP 21 2004
BY:

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, California 95670

RE: 04-128 3781 Recycle Road CUP

Dear Kathleen:

The Rancho Cordova Police Department requests the following conditions be added to the subject application:

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premises, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

BUILDING NUMBERING:

- The address number of every commercial building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.

- Each different unit within the building shall have its particular address prominently displayed on its front and rear doors. (Rear door numbers only need to be one inch in height.) If front door numbers are placed on glass, the numerals shall be white in color.

- Interior directional signs shall be employed as necessary.

If you should have any questions regarding the above conditions, please feel free to contact me anytime at 876-7599.

Sincerely,

CSSIII JEFF RODRIGUES
Crime Prevention Specialist

City of Rancho Cordova
Inter-Correspondence

September 7, 2004

To: Kathleen Franklin
Planning Department

From: Tony Santiago
Public Works

Subject:

Application Number:	**RC 04-128**
Application Title:	**3781 Recycle Road**
APN:	**072-0560-001**

Civil Engineering Drawings approved by the Public Works Department will be required for installation of Recycle Road and onsite grading and drainage improvements.

If you have any comments or questions, please call me at (916) 874-7093.

COUNTY OF SACRAMENTO
INTER-DEPARTMENT CORRESPONDENCE
DEPARTMENT OF WATER RESOURCES

MEMORANDUM

Date: November 30, 2004

TO: Kathleen Franklin, Planning (01-230)
Catherine Hack, DERA (01-220)

Applicant:

FROM: Mark Rains

PROJECT NAME: **(3781, 3791, 3806 and 3811) Recycle Road Use Permit**

CONTROL NUMBER: **RC 04-(127, 128, 129, and 130)**

A.P.N.: **072-0550-009, 011, 024 and 072-0560-001**

COMMENTS SECTION:

1. FEMA Flood Zone: X
   Panel No. 060262-0210
   Date: 7/6/1998

2. Although the subject property is not within a FEMA floodplain, it is within a local floodplain. The minimum floor elevation requirement for this area is 142.5'. The BFE for this area is 141.5'.

3. Watershed: Morrison Creek

4. STD#193 (Min. Pad)- Minimum pad/floor elevations shall be required pursuant to the Sacramento County Floodplain Management Ordinance.

CONDITIONS OF APPROVAL:

If the project is approved, the subject application should be conditioned on the following:

1. STD#190 (I,E,F)- Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County

Improvement Standards, including any fee required by the Sacramento County Water Agency Code.

2. There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.

3. Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.

4. Flood resistant materials shall be used below the 100-year floodplain.

5. Incorporate stormwater quality measures in conformance with applicable County ordinances & standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Stormwater Quality Control Measures"

Kathleen Franklin

From: Chu. Anthony [ChuA@saccounty.net]
Sent: Wednesday, December 01, 2004 12:21 PM
To: Kathleen Franklin
Subject: RE: Auto Dismantling Conditions

Kathleen,

Please add/revise the numbered items as follows:

1. For item #32: Please insert "If the applicant generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD). This applicant must file a Hazardous Materials Plan (HMP) for this permit" at the beginning.
2. For item#33: Please revise the second bullet to read "Contact the Sacramento County Environmental Management Department for stormwater management information"
3. For item #34: Please revise the last sentence to read "The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit."

If you have any questions or need clarification, please email or call me at (916) 875-8405.

Anthony Chu, Supervisor
Environmental Management Department
County of Sacramento

From: Kathleen Franklin [mailto:kfranklin@cityofranchocordova.org]
Sent: Wednesday, December 01, 2004 11:52 AM
To: Chu. Anthony
Subject: Auto Dismantling Conditions

Anthony,

Thanks for your help in reviewing these conditions. Please let me know if you require any further additions.

Kathleen Franklin
Planning Department
City of Rancho Cordova
3121 Gold Canal Dr.
Rancho Cordova, CA 95670
(916) 942-0279

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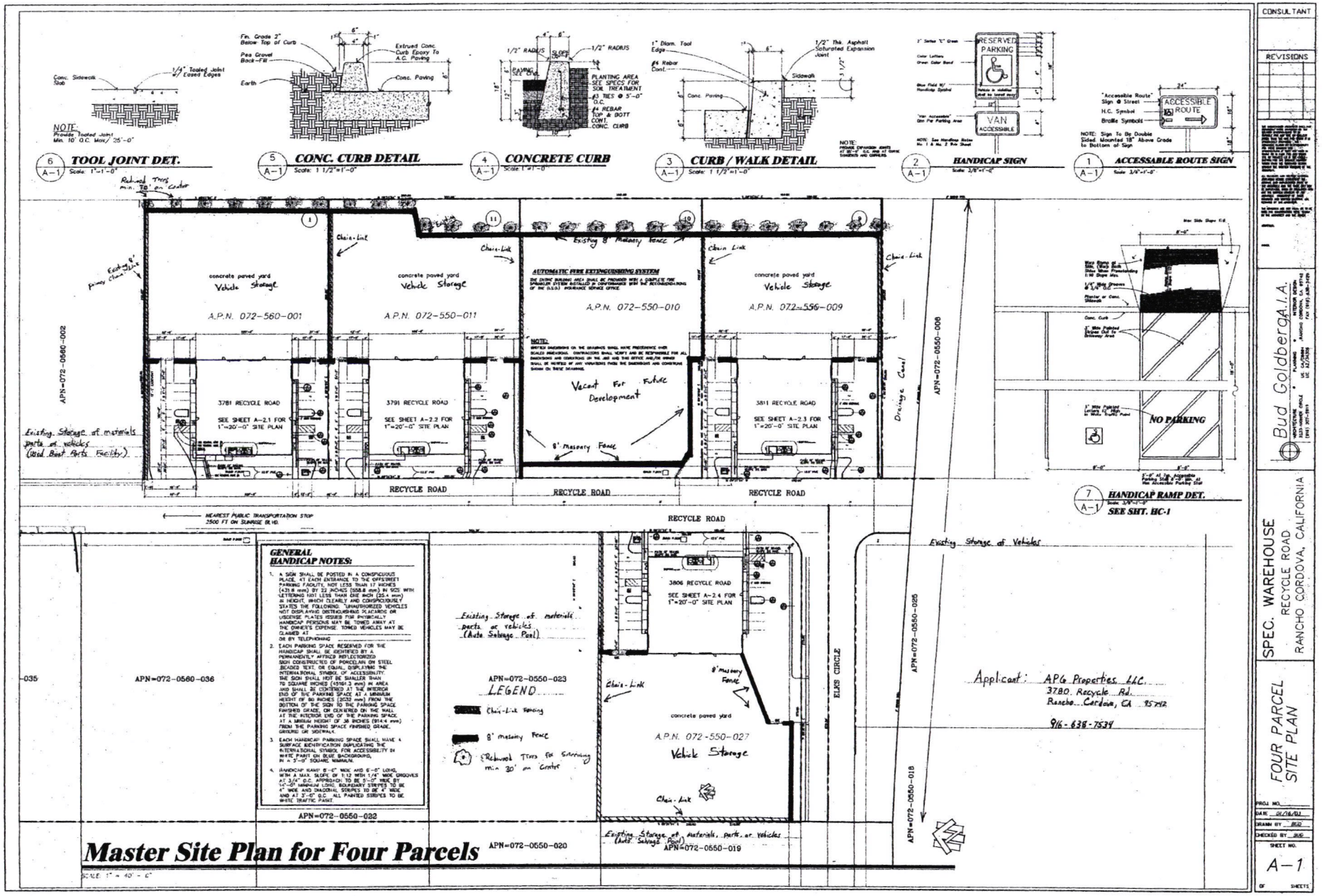
If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

From: Yvonne Dehaan
Sent: Tuesday, August 31, 2004 4:55 PM
To: Kathleen Franklin
Subject: CUP's on Recycle Rd
Regarding 3781, 3791, 3806 and 3811 Recycle Rd - my comments are identical:

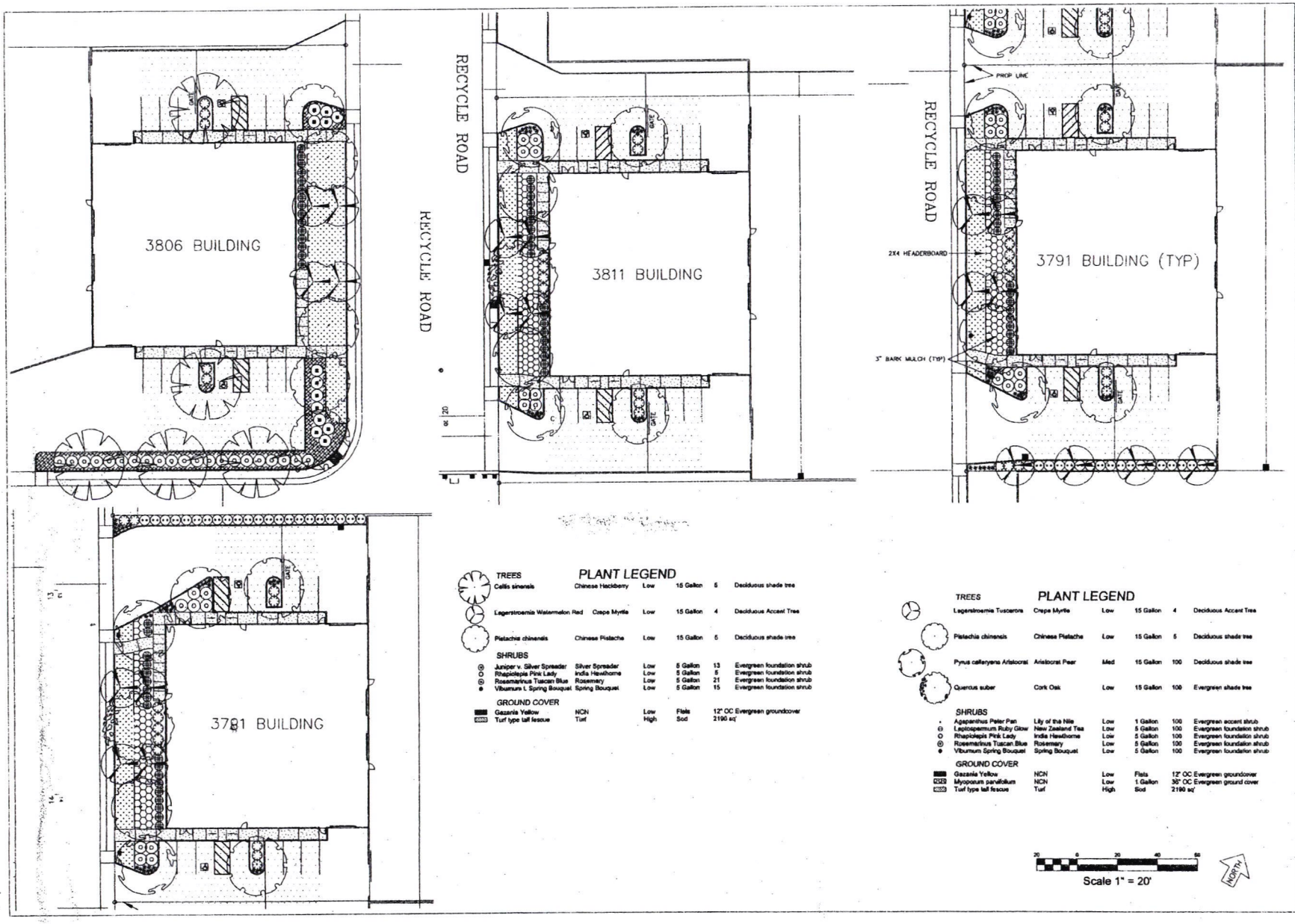
No inoperable vehicles or vehicle parts allowed to remain on the property outside of approved storage areas, and should not be visible to the public within the approved storage areas.
No temporary signage of any type except for any allowed by a Temporary Use Permit.

From: Tom Trimberger
Sent: Monday, August 30, 2004 8:55 AM
To: Kathleen Franklin
Subject: RC-04-127-130 CUP for dismantling at Recycle road

The buildings being built now are for unoccupied shells only. Building permit s will be required to allow occupancy of any type. Other than that no comments on CUP.
Tom



Attachment 5



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crape Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree	
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub	
Viburnum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats	12" OC Evergreen groundcover		
Turf type tall fescue	Turf	High	Sod	2190 sq'		

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crape Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree	
Pyrus calleryana Aristocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree	
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree	
SHRUBS						
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub	
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub	
Viburnum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats	12" OC Evergreen groundcover		
Myoporum parvifolium	NCN	Low	1 Gallon	36" OC Evergreen ground cover		
Turf type tall fescue	Turf	High	Sod	2190 sq'		

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DEMMING, LANDSCAPE VISIONS, INC.

DATE

REVISIONS Δ / ISSUES ○ DATE

○
○
○
△
△
△

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

G-J. **Consideration of the Conditional Use Permit for 3791, 3781, 3806 and 3811 RECYCLE ROAD– Project Nos. RC-04-127 thru RC-04-130:**

Request: Applicant is requesting a Conditional Use Permit to allow auto dismantling use in the South Sunrise Special Planning Area / M2 (Heavy Industrial) zone.
Project Applicant: Ken Philp, 9497 San Paulo Circle, Elk Grove, CA, 95642
Project Location: APN: 072-0550-011, 3791 Recycle Road.

Assistant Planner Kathleen Franklin presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127, RC-04-128, RC-04-129 and RC-04-130, subject to the Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Ken Philp, project Applicant.

The Commissioners had the following concerns and comments:

- Does the City foresee recycling on Sunrise Blvd. or will it be moved? There has been no decision made at this point, but there have been discussions.
- Will masonry walls be placed on property lines not adjacent to properties with auto recycling? Yes.
- How far out does the floodplain come out onto the property? 5 to 6 feet.

The Commissioners felt staff and the representative for the project adequately addressed the above concerns and comments.
Action:

Motion 1: Commissioner Burke moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA).

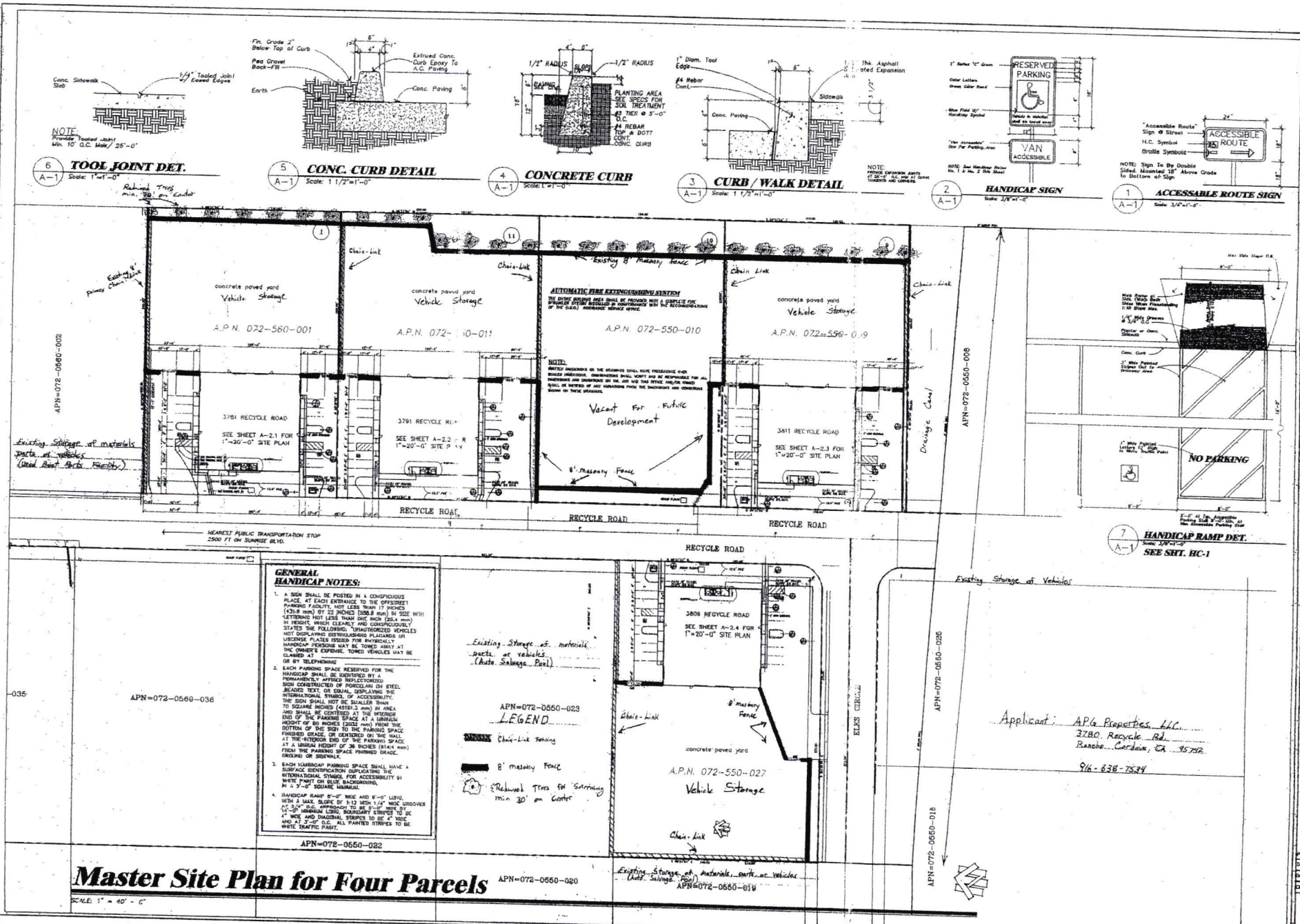
Motion 2: Vice Chair Vance moved, seconded by Commissioner Konarski, to recommend the Planning Commission adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127 thru RC-04-130, subject to the Findings, Evidence, and Conditions of Approval.

Vote on the Motions:

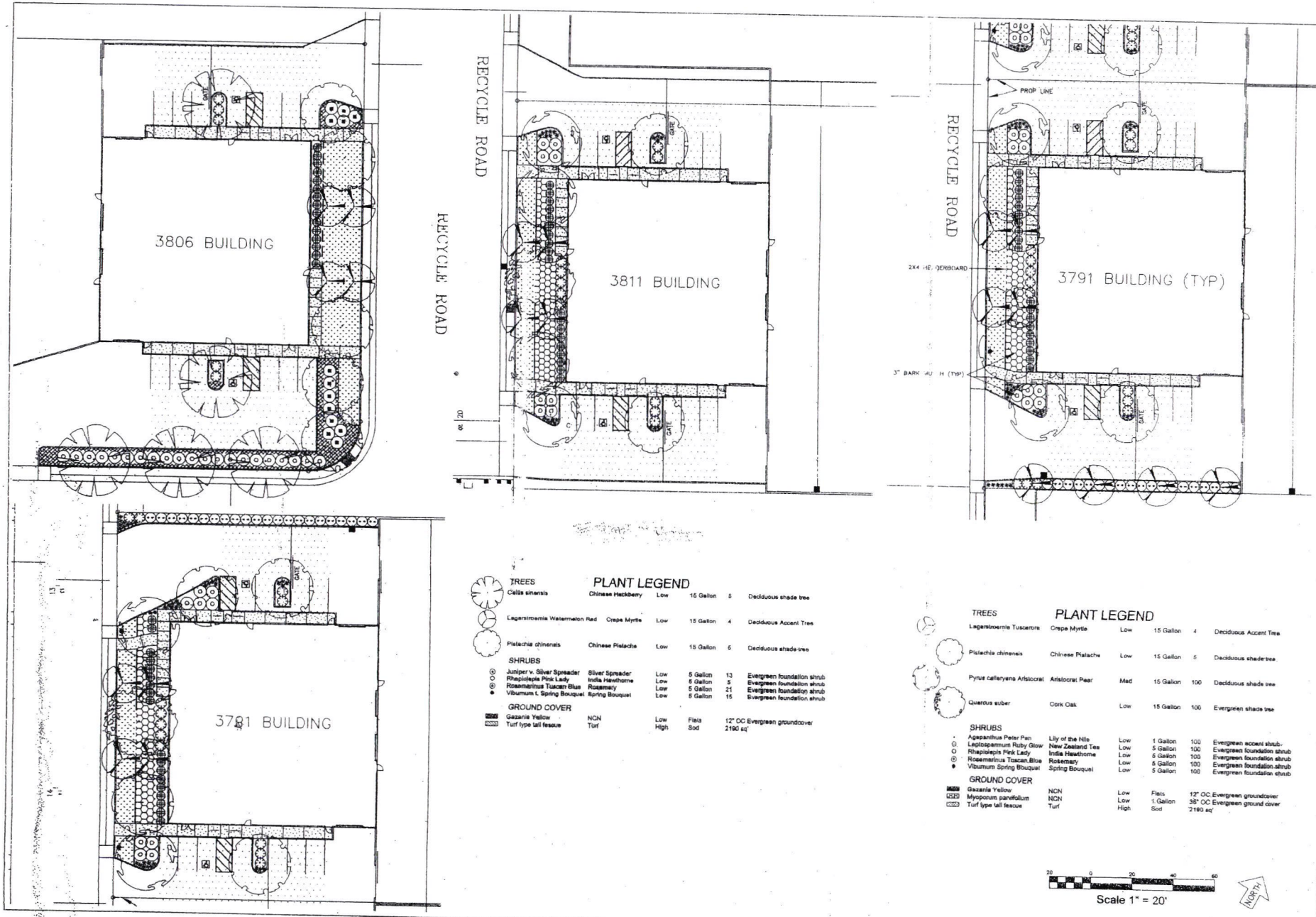
AYES: Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz

NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.



Attachment 4



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub	
Vibumum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Turf type tall fescue	Turf	High	Sod	2190 sq'		

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
Pyrus calleryana Aristocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree	
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree	
SHRUBS						
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub	
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub	
Vibumum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Myoporum parvifolium	NCN	Low	1 Gallon	36" OC	Evergreen ground cover	
Turf type tall fescue	Turf	High	Sod	2190 sq'		

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DRAHNE, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

○
○
○
△
△
△

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

Boeing Company
Elks Cir
Elks Cir
Rancho Cordova, CA 95742

Hutnick Marsha L & William A Carroll & k
3427 California Ave

Carmichael, CA 95608

Spence Bob F & Corinne S
1165 Investment Blvd
Eldoradohills, CA 95762

Sacramento Viking & Ken Philp
3780 Recycle Rd Ste 1
Rancho Cordova, CA 95742

Elks Rancho Cordova Lodge
P.O. Box 204
Rancho Cordova, CA 95742

Cordova Enterprises
11450 Elks Cir
Rancho Cordova, CA 95742

Gooder Daniel L
11451 Elks Cir
Rancho Cordova , CA 95742

Clarksons California Properties
11426 Elks Cir
Rancho Cordova, CA 95742

United States of America
50 United Nations Plz
San Fransico, CA 94102

McDonald Properties
11460 Elks Cir
Rancho Cordova, CA 95742

Moore, Darin
3527 Recycle Rd
Rancho Cordova, CA 95742

M/M Dev
3527 Recycle Rd
Rancho Cordova, CA 95742

Jones Family Trust & Louise E Jones III & Rebecca S Jones
1601 Response Rd #160
Sacramento, CA 95815

Charles C Weisch Revocable Living Trust
2012 Empire Mine Cir
Gold River, CA 95670

Cordova Recreation & Park Dist
2197 Chase Dr
Rancho Cordova, CA 95670

MA Diep Kim
11492 Refinement Rd
Rancho Cordova, CA 95742

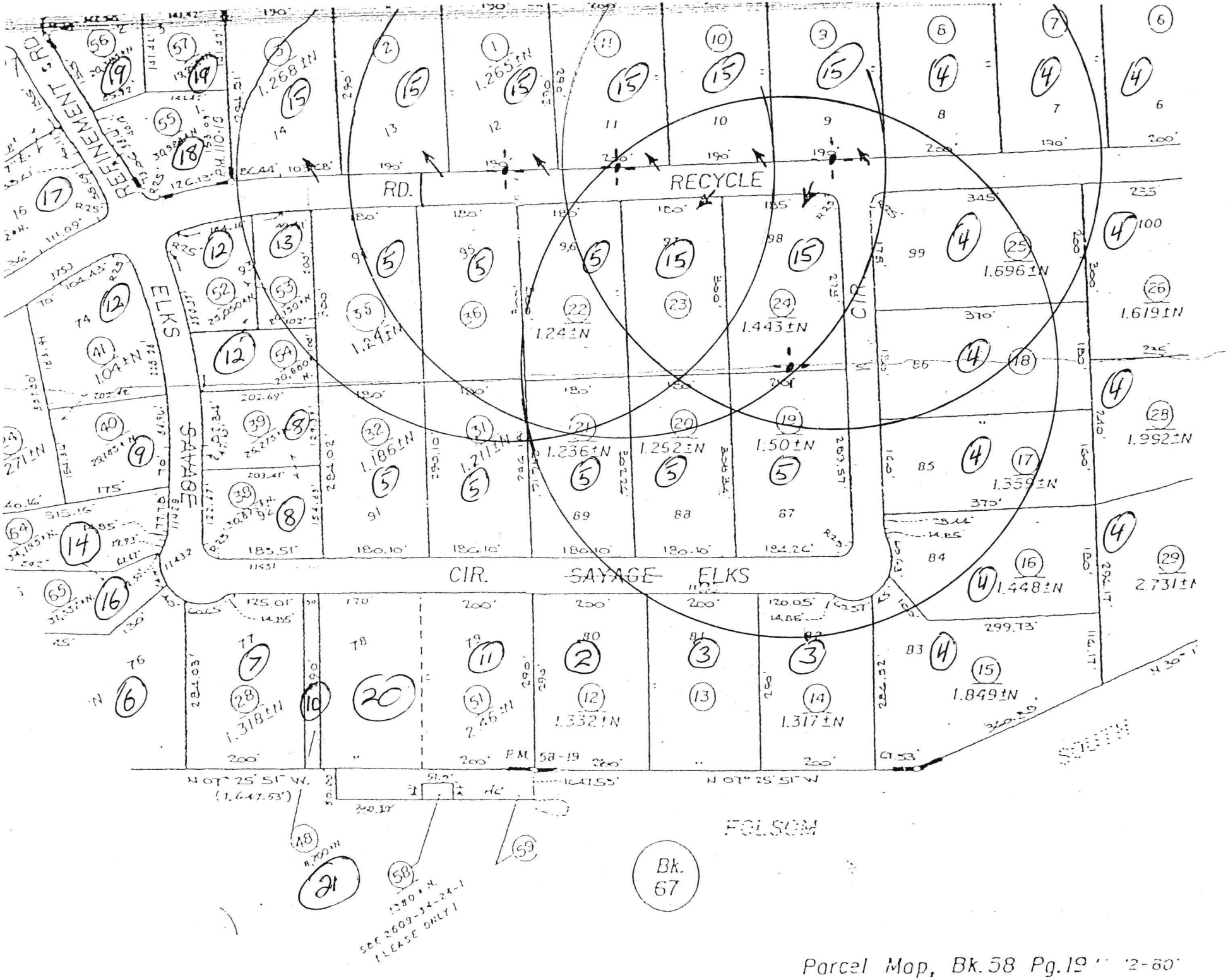
Ma Nag K & Van T M & Diep K & Loan
11492 Refinement Rd
Rancho Cordova, CA 95742

Jones, Louise E III & Rebecca S
1601 Response Rd #160
Sacramento, CA 95815

Sacramento Viking, Philp, Moore, Glover, Rosenfeld
Dba: APG Properties, LLC
3780 Recycle Road Ste 1
Rancho Cordova, CA 95742

Folsom Cordova Unified School Dist
1091 Coloma St
Folsom, CA 95630

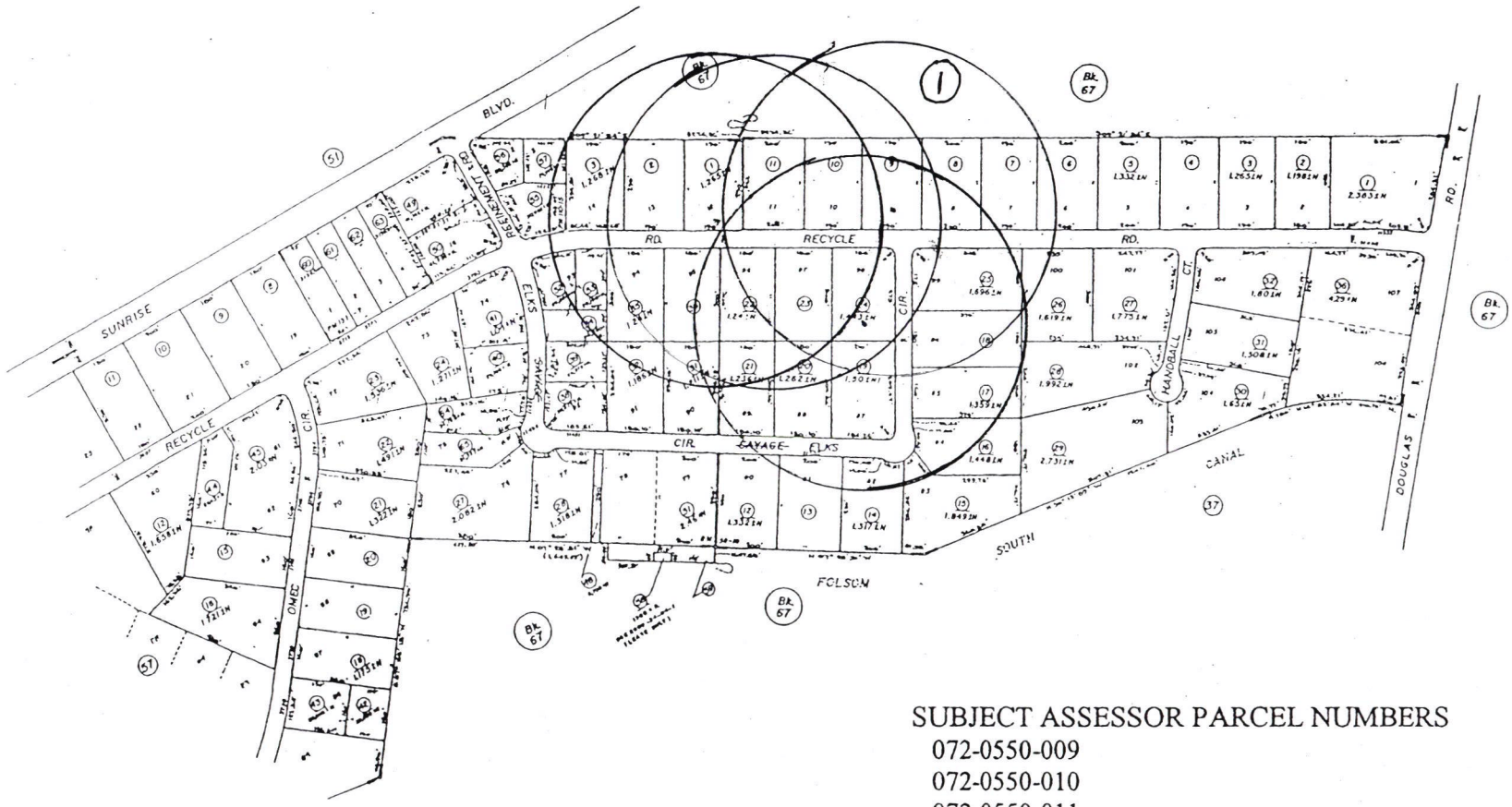
Donald E Strassburg Family Living Trust
3755 Omec Cir
Rancho Cordova, CA 95742



Parcel Map, Bk. 58 Pg. 19 ' '2-60'

Plat Map

POR. PROJ. T.8N., R.6 & 7E., M.D.B. & M.



SUBJECT ASSESSOR PARCEL NUMBERS

072-0550-009
072-0550-010
072-0550-011
072-0550-023
072-0550-024
072-0560-001
072-0560-002
072-0560-003

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: 3806 RECYCLE ROAD CONDITIONAL USE PERMIT RC-04-129

RECOMMENDATION

The Planning Commission recommends the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 07-2005 approving the Design Review for Project No. RC-04-129, subject to the findings, Project Plans (Exhibit A) and Conditions of Approval (Exhibit B).

BACKGROUND

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project was analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed building would be, although auto dismantling was considered a possibility. During the Design Review process, the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

The Planning Commission reviewed the request for a Conditional Use Permit at its December 9, 2004 meeting **(See Attachment 2)**. The Commission had questions concerning the type of fencing material to be used and the continued auto recycling use in this area (**See Attachment 3)**. The Planning Commission

felt the proposed use was compatible as surrounding uses were auto recycling and recommend approval of the project to the City Council by a 7-0 vote.

Attachment(s):

1. Resolution No. 07-2005 Project Plans (Exhibit A) and Conditions of Approval (Exhibit B)
2. Planning Commission Staff Report dated December 9, 2004
3. Planning Commission Minutes dated December 9, 2004
4. Project Plans
5. 500' Radius Map and Labels

RESOLUTION #07-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT FOR 3806 RECYCLE ROAD TO ALLOW AUTO RECYCLING PROJECT # RC-04-129

WHEREAS, KEN PHILIP (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow the auto dismantling use at 3806 Recycle Road (Assessor's Parcel Number 072-0550-024); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, the project the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA).

WHEREAS, the City Council of the City of Rancho Cordova has conducted a properly noticed public hearing pursuant to Government Code section 65090 and has duly considered all written and verbal testimony presented during the hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

Approve the Conditional Use Permit, subject to the Project Plans (Exhibit A) and Conditions of Approval (Exhibit B, with attachments), based on the following findings

1. That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

   Finding:
   The project is an in-fill project is Categorically Exempt under Section 15332 of the California Environmental Quality Act (CEQA) Guidelines.

   Evidence:
   The project meets the Class 32 conditions of CEQA which consists of projects characterized as in-fill development. The project meets the conditions of this section as follows: 1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as the applicable zoning designations and regulations: 2. The proposed development occurs within city limits and is on a project site of 1.3 +/- acres; 3. The project site has been use previously to store dismantled vehicles and has no value as habitat for endangered, rare or threatened species; 4. No significant issues with traffic, noise, air or water quality are identified with this project; and 5. The site is served by all required utilities and public services.

   Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

   Evidence: The City finds that, as a result of its Initial Study conducted to evaluate the potential for adverse environmental impacts, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

2. Approve the Conditional Use Permit subject to the Site Plan (see Exhibit A) and the Conditions of Approval (see Exhibit B) and the following Findings:

   Finding: The establishment, maintenance and operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. (Zoning Code §110-30)

   Evidence: The proposed project will be consistent with the M-2 Intensive Industrial designation within the City's Zoning Code and General Plan. The proposed use is an in-fill project and upon analysis of the project no significant impacts were identified. The proposed use is within the South Sunrise Specific Planning Area which is identified for auto recycling use. Therefore, the use will not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

   Finding: The proposed project will conform to the regulations and development standards contained in the South Sunrise Special Planning Area (SPA).

   Evidence: The project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use. The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

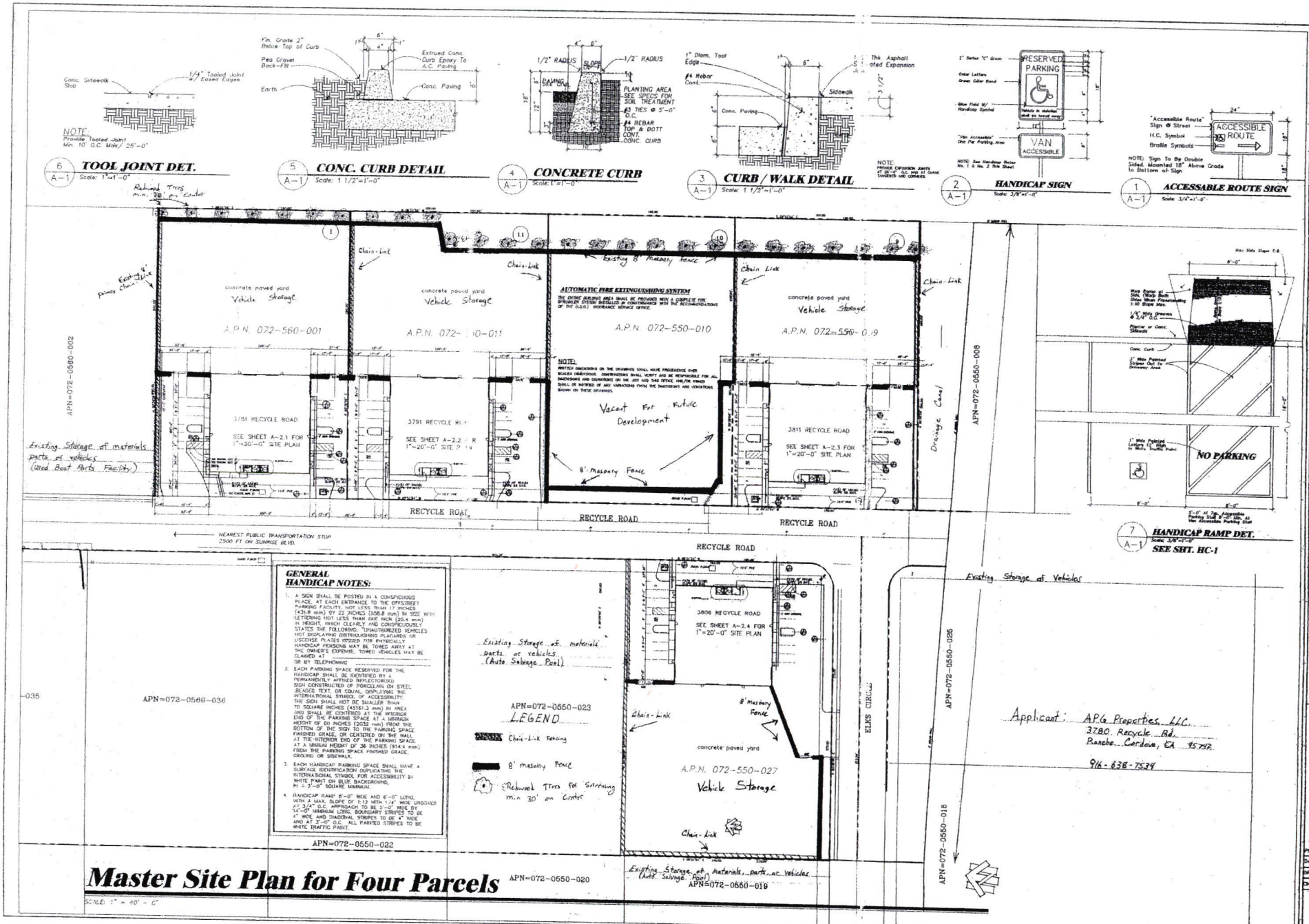
PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005.

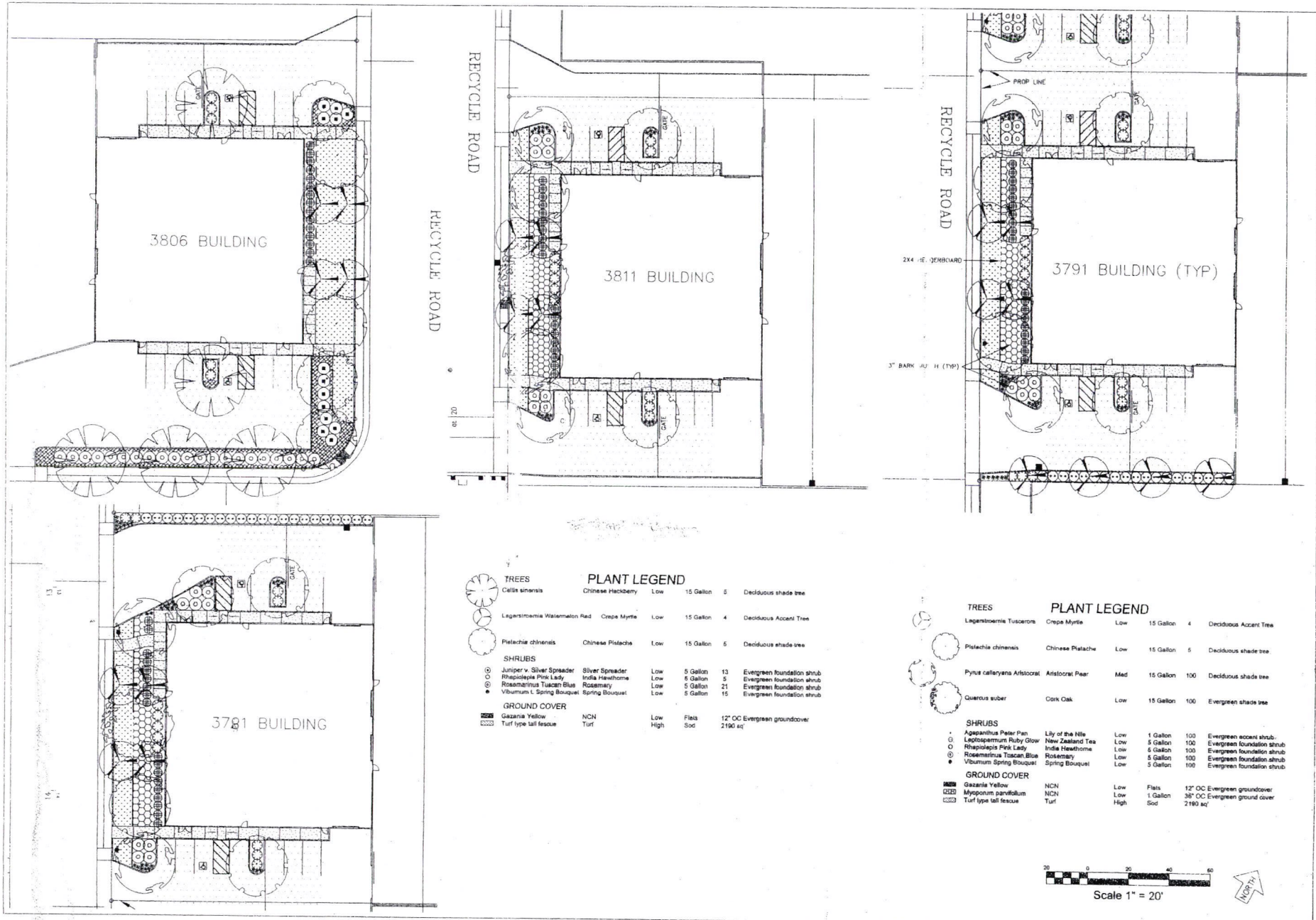
AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

_____
LILLIAN HARE
CITY CLERK


6 A-1 TOOL JOINT DET. Scale: 1"=1'-0"
5 A-1 CONC. CURB DETAIL Scale: 1 1/2"=1'-0"
4 A-1 CONCRETE CURB Scale: 1"=1'-0"
3 A-1 CURB / WALK DETAIL Scale: 1 1/2"=1'-0"
2 A-1 HANDICAP SIGN Scale: 3/8"=1'-0"
1 A-1 ACCESSABLE ROUTE SIGN Scale: 3/8"=1'-0"
7 A-1 HANDICAP RAMP DET. Scale: 3/8"=1'-0"
SEE SHT. HC-1
Master Site Plan for Four Parcels
SCALE: 1" = 40' - 0"
GENERAL HANDICAP NOTES:
LEGEND
Chain-Link Fencing
8' masonry Fence
Redwood Trees for Screening min 30' on Center
AUTOMATIC FIRE EXTINGUISHING SYSTEM
NOTE:
Vacant For Future Development
Existing Storage of materials parts of vehicles (Used Boat Parts Facility)
Existing Storage of Vehicles
Existing Storage of materials parts of vehicles (Auto Salvage Pool)
Existing Storage of materials, parts of Vehicles (Auto Salvage Pool)
concrete paved yard Vehicle Storage
A.P.N. 072-560-001
A.P.N. 072-550-010
A.P.N. 072-550-027
3791 RECYCLE ROAD
3811 RECYCLE ROAD
3806 RECYCLE ROAD
SEE SHEET A-2.1 FOR 1"=20'-0" SITE PLAN
SEE SHEET A-2.3 FOR 1"=20'-0" SITE PLAN
SEE SHEET A-2.4 FOR 1"=20'-0" SITE PLAN
RECYCLE ROAD
ELKS CIRCLE
Drainage Canal
NO PARKING
APN=072-0560-002
APN=072-0560-036
APN=072-0550-023
APN=072-0550-032
APN=072-0550-020
APN=072-0550-019
APN=072-0550-018
APN=072-0550-026
APN=072-0550-008
NEAREST PUBLIC TRANSPORTATION STOP 2500 FT ON SUNRISE BLVD.
Applicant: AP6 Properties, LLC. 3780 Recycle Rd. Rancho Cordova, CA 95742 916-638-7534
Bud Goldberg A.I.A.
SPEC. WAREHOUSE
RECYCLE ROAD
RANCHO CORDOVA, CALIFORNIA
FOUR PARCEL SITE PLAN
PROJ. NO.
DATE 01/16/01
DRAWN BY BGD
CHECKED BY BGD
SHEET NO. A-1
Exhibit A



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub
Rosamarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub
Vibumum L Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover
Turf type tall fescue	Turf	High	Sod		2190 sq'

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
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GROUND COVER						
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Myoporum parvifolium	NCN	Low	1 Gallon		36" OC Evergreen ground cover
Turf type tall fescue	Turf	High	Sod		2190 sq'

20 0 20 40 60

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DRAGINI, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the City Council staff report for Project No. 04-129, 3806 Recycle Road, dated January 18, 2005 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	
6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	

7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	
8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	
14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	

17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	
19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	
24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required	Prior to Building Permit	Department of Water Resources Drainage	

	by the Sacramento County Water Agency Code.			
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".	Prior to Building Permit	Department of Water Resources Drainage	
29.	Environmental Manage Department approval will be required for the on-site waste disposal facilities.	Prior to Building Permit	CSD-1	
30.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
31.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division. Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
	Prior to Occupancy			
32.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting	Prior to Occupancy	Police Department	

	with the background.			
33.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
34.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
35.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
36.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	
37.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
38.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	

39.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
41.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in

those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

Planning Commission Staff Report

Date:	December 9, 2004
Project:	Recycle Road Auto Dismantling Conditional Use Permit
File:	RC-04-129
Request:	The applicant is requesting a Conditional Use Permit to allow the Auto Dismantling use in the South Sunrise Special Planning Area.
Location:	3806 Recycle Road
APN:	072-0550-024
Planner:	Kathleen Franklin, Assistant Planner

OWNERS:	APPLICANT:
Ken and Vikki Philp 9496 San Paulo Circle Elk Grove, CA 95624 George and Donna Rosenfeld 1715 S. El Molino San Marino, CA 91108 Sacramento Viking, LLC 81-811 Prism Drive La Quinta, CA 92253 Darin Moore 3590 Sunrise Blvd. Rancho Cordova, CA 95742 Donald and Gail Glover 3414 Rolling Way Carmichael, CA 95608	Ken Philp 9496 San Paulo Circle Elk Grove, CA 95624

Staff Recommendation:

Recommend that the City Council find the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for the auto recycling use at 3806 Recycle Road.

Background:

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project will be analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed

building would be, although auto dismantling was considered a possibility. During the Design Review process the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

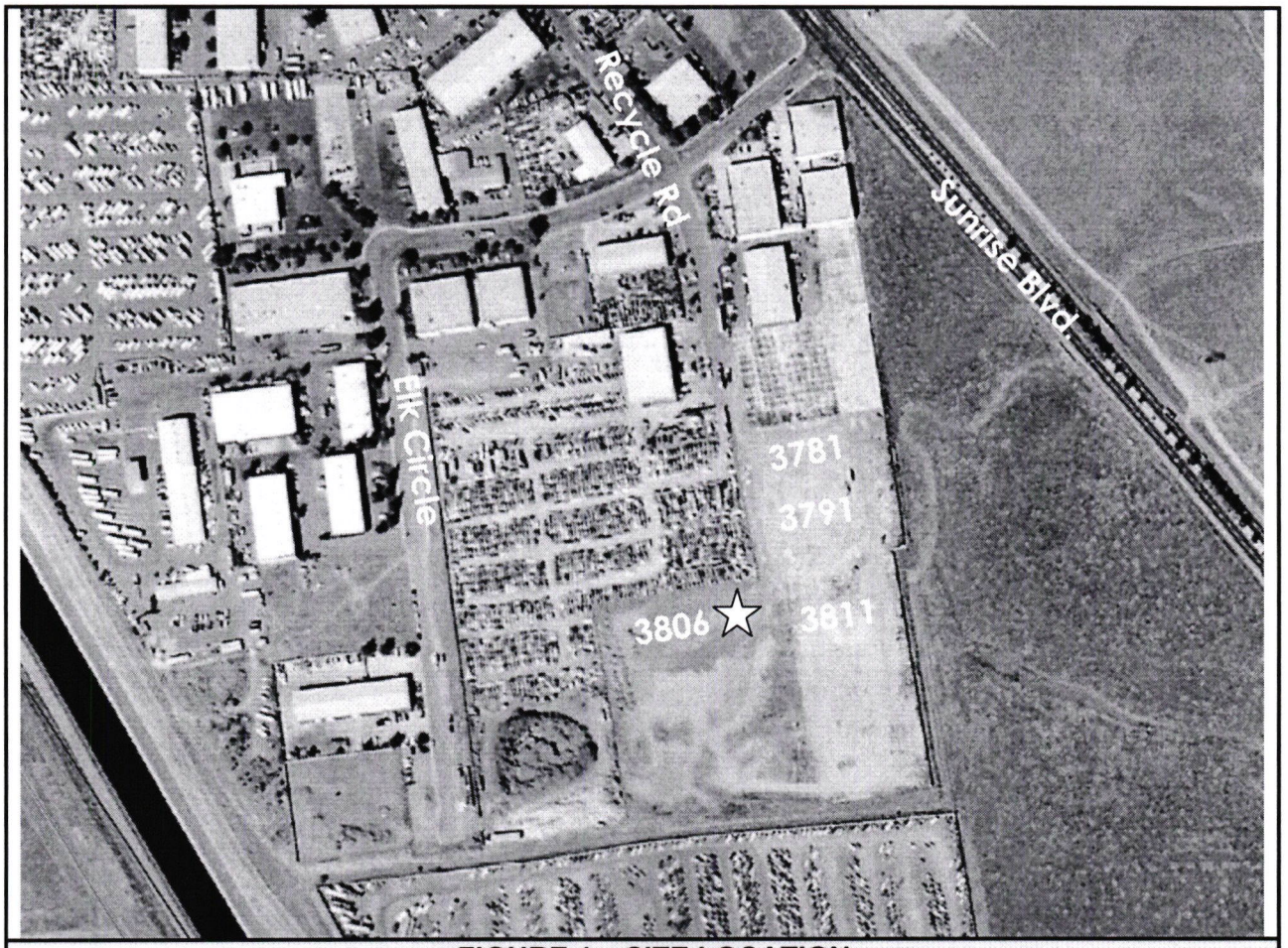


FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Intensive Industrial	M-2	Vacant
North	Intensive Industrial	M-2	Vacant
East	Intensive Industrial	M-2	Vacant
South	Intensive Industrial	M-2	Vacant
West	Intensive Industrial	M-2	Auto Dismantling

Analysis:

The applicant is requesting approval of the Conditional Use Permit to allow an auto dismantling operation to be located within the M-2 zoning at 3806 Recycle Road. The Planning Commission previously reviewed the project site in April, 2004 with regards to a request for Design Review for an industrial building.

The project request is consistent with the General Plan Intensive Industrial land use designation and the M-2 Rancho Cordova Zoning designation. The site is approximately 1.33 acres and is adequate for the proposed facility to operate safely and efficiently. The site is surrounded by other industrial uses and therefore, land use compatibility is not identified as a concern. The warehouse will be used to dismantle vehicles and for the storage of weather sensitive auto parts. The rear of the site will be used for the storage of dismantled vehicles. Paved parking has been provided in the front of the parcel on Recycle Road with access to the property provided by a single driveway.

As previously stated the project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use (See Attachment 2). The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

Specific Standards for Auto Wrecking Yards Located Within Floodplains

Section 325-30 of the City's Zoning Code provides standards for auto wrecking yards that are located within a floodplain. According to the County of Sacramento Water Resources Drainage, the proposed project is located within a local flood plain. Therefore conditions have added to include the standards set forth by this section of the Zoning Code (See Attachment 3).

Landscaping

The applicant has submitted a landscaping plan that is consistent with the City's Water Conservation Ordinance; meets the Zoning Code Industrial development standards; and provides the required standards for parking lot shading.

Public Comment

On November 26, 2004, a public hearing notice was published in the Grapevine Newspaper and notices were mailed to all property owners within 500' of the project site. No comments were received at the time of preparation of the staff report.

Conclusion:

The proposed auto recycling use is consistent with the Intensive Industrial General Plan designation, the M-2 Zoning, and the South Sunrise Special Planning Area (SPA). The project has been conditioned to meet the development standards of the Zoning Code and the SPA; therefore, staff recommends the Planning Commission forward a recommendation of approval to the City Council for Project RC-04-129, a Conditional Use Permit to allow the auto dismantling use at 3806 Recycle Road.

Environmental Analysis:

The project is exempt under Section 15060(c)(2) of the California Environmental Quality Act Guidelines (CEQA), which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

Financial Implications to City:

There are no significant cost implications to the City for this development.

Recommended Motions:

1. "I move the Planning Commission recommend the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA)".
2. "I move the Planning Commission recommend the City Council approve the Conditional Use Permit for Project No. RC-04-129 to allow the auto recycling use at 3806 Recycle Road".

Attachments:

1. Conditions of Approval
2. South Sunrise Special Planning Area Ordinance
3. Zoning Code Section 325-30
4. Agency Comments
5. Project Plans

Conditions of Approval

Attachment 1

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the Planning Commission staff report for Project No. 04-129, 3806 Recycle Road, dated December 9, 2004 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	

6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	
8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	

14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	
19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	

24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".	Prior to Building Permit	Department of Water Resources Drainage	
29.	Environmental Manage Department approval will be required for the on-site waste disposal facilities.	Prior to Building Permit	CSD-1	
30.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
31.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division.	Prior to Occupancy	County of Sacramento – Department of	

	Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.		Water Resources	
	Prior to Occupancy			
32.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
33.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
34.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
35.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
36.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	

37.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
38.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
39.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental	Prior to Occupancy	County of Sacramento – Environmental Management Department	

	Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.			
41.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

SOUTH SUNRISE SPECIAL PLANNING AREA

509-100. INTENT. It is the intent of the Board of Supervisors in adopting this Special Planning Area Ordinance to continue to allow development in the South Sunrise Area, described in Section 509-104, under the standards and uses permitted in the M-2 zone except, that when a twenty five (25) foot landscaped setback is provided with dense screen trees, the outside storage height of auto parts and dismantled vehicles stored behind an enclosed fence or wall shall be allowed to exceed the height of the fence or wall, based on the storage setback highpoint from the fence or wall.

It is also the intent of the Board of Supervisors in adopting this ordinance to allow the incidental sales of used automobiles in conjunction with a auto dismantling business.

The objectives of South Sunrise Auto Dismantlers Special Planning Area are:

(a) To recognize the existing development of dense screen trees planted in the landscaped setback areas adjacent to public streets which improves the aesthetics along Sunrise Boulevard and other public streets in the South Sunrise Area. These characteristics support the application of different standards.

(b) To maintain and continue the existing pattern of dense screen trees in a twenty five (25) foot landscape area along Sunrise Boulevard and other public streets in the South Sunrise area.

(c) To require when auto parts or dismantled vehicles are stored outside, at a level higher than the fence or wall there should be dense screen trees to shield the view from the public street or public street right of way.

(d) To allow the outside storage height of auto parts and dismantled vehicles stored behind an enclosed wall or fence, to exceed the height of the fence or wall, and to allow the storage height to increase as the setback from the public street and wall increases in a "tiered" manner.

(e) To allow the incidental sales of used automobiles and trucks in conjunction with auto dismantling in the South Sunrise Special Planning Area.

(f) To encourage the use of side yard areas away from public streets for the storage of dismantled vehicle parts.

509-101. Exhibits. Sections described in this section and adopted by Ordinance, are incorporated herein and made a part of this Article to regulate the property described in Section 509-104.

Exhibit 509-104. The boundaries of the area regulated.

Exhibit 509-105. Cross section of public streets

Exhibit 509-106. Plan view and elevation view of dense landscape screening.

509-102. USES. Those permitted and conditionally permitted I the M-2 zoning district classification, as regulated by the M-2 zoning district classification, Section 230-11, the Industrial Land Use Tables, of the Sacramento County Code, except that:

(a) The incidental sales of used automobiles and trucks, shall be allowed without the issuance of a use permit, as regulated in this section. The incidental sales of used cars and trucks shall be limited to utilizing no more than 15% of the developed portion of the site. The sales and display of used cars and trucks in the South Sunrise Special Planning Area shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.

(b) The storage of dismantled vehicles shall be permitted upon issuance of a use permit by the Board of Supervisors after a recommendation of approval by the appropriate authority.

(c) All existing dismantling operations with a valid use permit in effect on the effective date of this ordinance, that are stacking or intend to stack dismantled automobiles or automobile parts above the height of required enclosing walls or fences, shall submit a site and a landscape plan showing the location of existing and proposed improvements on the site, that demonstrate existing or planned compliance with development standards of this Ordinance. Said plans shall be approved by the Planning Department.

509-103. DEVELOPMENT STANDARDS. The development standards shall be the development standards of the M-2 zoning district classification of the Sacramento County Code except that auto dismantling and wrecking yard and the incidental sales of used autos and trucks shall be as regulated herein.

(a) Outside storage of dismantled vehicles.

(1) The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high, and

(2) No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted herein.

(b) If a solid wood or masonry fence is set back from the street right of way, a minimum of twenty five (25) feet, and there is landscaping, or parking and landscaping including screening trees between the right of way and the fence, as required by this section, the following provisions shall apply.

(1) Along all public streets, except Sunrise Boulevard:

(aa) Within a distance of twenty (20) feet of the fence or wall, dismantled vehicle parts may not be stored higher than the required fence or wall.

(bb) Between twenty (20) feet and fifty (50) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between fifty (50) feet and one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(2) Along Sunrise Boulevard:

(aa) Within a distance of thirty (30) feet of fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may not be stored higher than the fence or wall.

(bb) Between thirty (30) feet and sixty (60) feet from the fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between sixty (60) feet and one hundred ten (110) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred ten (110) feet from the fence or wall, setback at least twenty-five (25) feet from Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(3) Screen trees using the County's recommended tree list as a guide, shall be planted at least every thirty (30) feet on center. At maturity the trees shall provide screening to a height of at least twelve (12) feet above the enclosing fence or wall or at least twenty (20) feet above the ground, whichever is greater.

(c) Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.

(d) The inside storage of dismantled vehicles and/or parts may take place inside if the storage is completely screened from the street by the permanent on-site building.

(e) Along interior sideyard where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts or vehicles, the following standard shall apply:

(1) The storage of dismantled vehicles or parts shall be screened behind a solid masonry fence or combination of wood/masonry fence. Said fence may be constructed up to 14 feet in height, or

(2) The storage of dismantled vehicles or parts which extend above the height of the solid wood or masonry fence shall be set back from the property line 10 feet for every 2 feet of storage above the height of the fence.

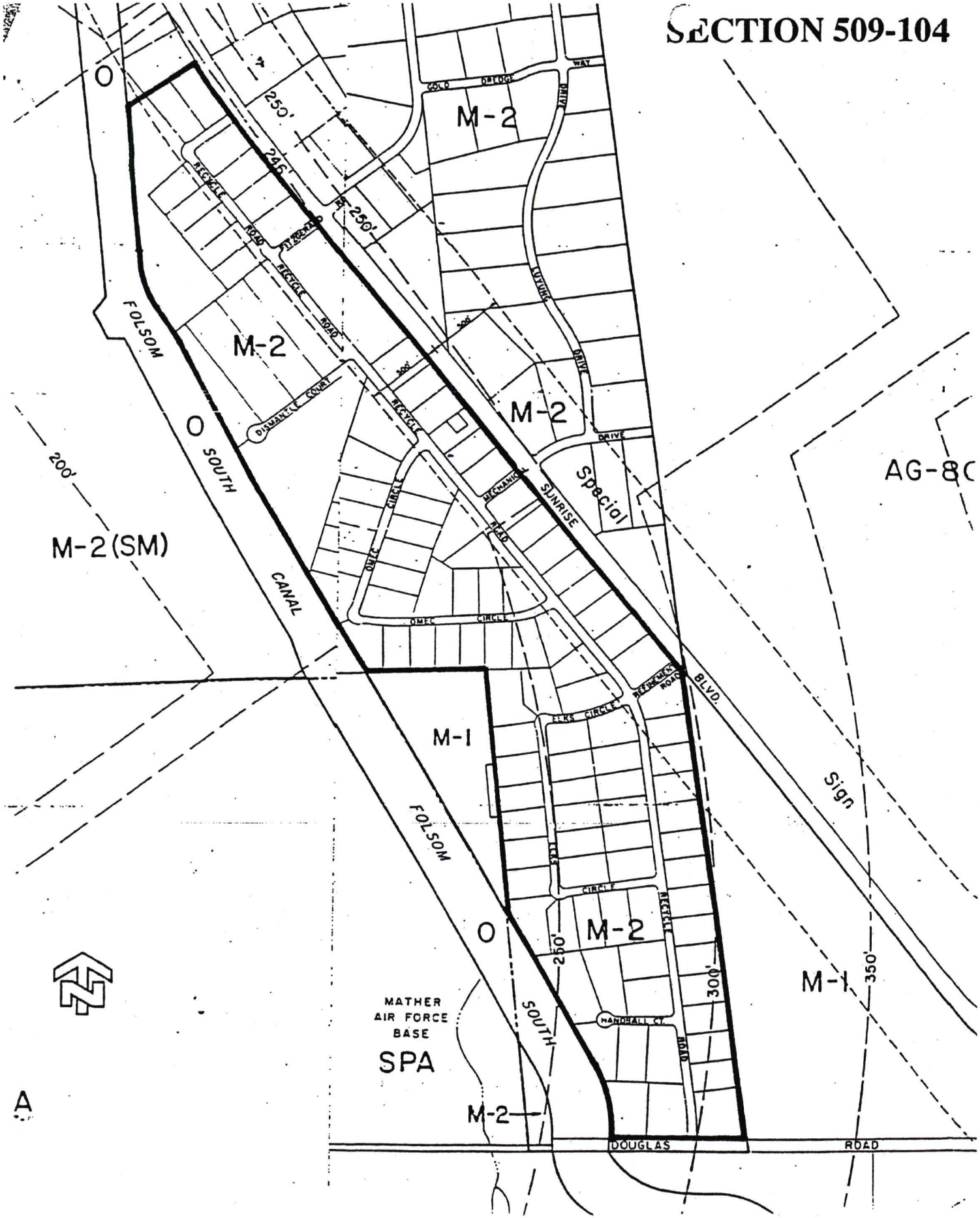
(Example: If there is an 8-foot fence, then storage up to 14 feet must be set back 30 feet from the property line.)

(f) Display of used cars and/trucks for sale:

(1) The display of used cars and trucks shall be within a completely enclosed yard area or completely enclosed building, within the buildable portion of the lot.
(2) The display area shall not exceed 15% of the developed area of the property.
(3) The sale of used cars and/or trucks shall be incidental to a dismantling business operation on the site.

Amended July 12, 1995

SECTION 509-104



ARTICLE 3: SPECIFIC STANDARDS FOR AUTO WRECKING YARDS LOCATED WITHIN FLOODPLAINS

325-30. Application

In addition to the general standards set forth in Articles 1 and 2 of this Chapter, the special standards set forth in this Article shall apply to auto wrecking yard operations located in areas subject to periodic flooding.

325-31. Development Standards

(a) All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100-year floodplain elevation.

(b) No cleaning or engine breakdown should take place within the 100-year floodplain.

(c) All oil should be drained and collected prior to engine removal.

(d) Any fencing should require the approval of Water Resources Division of Public Works.

(e) A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.

(f) Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.

(g) All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".

CSD-1
COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
www.csd-1.com

Board of Directors
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Dan Skoglund
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Heather Fargo

Cheryl Creson
Agency Administrator
Robert F. Shanks
District Engineer
Marcia Maurer
Chief Financial Officer
Wendell H. Kido
District Manager
Mary K. Snyder
Collection Systems Manager

September 24, 2004
E225.000

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RECEIVED
SEP 29 2004
BY:

Dear Ms. Franklin:

Subject: 3806 Recycle Road
APN: 072-0550-024
Control No. RC-04-129

Both the County Sanitation District 1 (CSD-1) and the Sacramento Regional County Sanitation District (SRCSD) reviewed the subject documents and have the following comments.

CSD-1 Conditions:

The subject property is inside the boundaries of CSD-1, SRCSD, and the Urban Service Boundary shown on the Sacramento County General Plan. However, public sewer service is not available within 200 feet of the property. Therefore, the applicant is not required to install public sewer at this time. Environmental Management Department approval will be required for the on-site waste disposal facilities.

If you have any questions regarding these comments, please call Joyce Ferguson at (916) 876-6098 or myself at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/BM: cc

cc: Maria Cablao
Ken Phillip
3780 Recycle Road
Rancho Cordova, CA 95742

franklin092404.ltr.doc3

City of Rancho Cordova

Inter-Correspondence

September 7, 2004

To: Kathleen Franklin
Planning Department

From: Tony Santiago TS
Public Works

Subject:

Application Number:	**RC 04-129**
Application Title:	**3806 Recycle Road**
APN:	**072-0550-024**

Civil Engineering Drawings approved by the Public Works Department will be required for installation of Recycle Road and onsite grading and drainage improvements.

If you have any comments or questions, please call me at (916) 874-7093.

RANCHO CORDOVA POLICE DEPARTMENT

Thomas McMahon
Chief of Police

10361 Rockingham Drive
Sacramento, California 95827

916.875.9600 – Main
916.875.8673 – Fax

www.RanchoCordovaPD.com

September 18, 2004

RECEIVED
SEP 21 2004
BY:

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, California 95670

RE: 04-129 3806 Recycle Road CUP

Dear Kathleen:

The Rancho Cordova Police Department requests the following conditions be added to the subject application:

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premises, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

BUILDING NUMBERING:

- The address number of every commercial building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.

- Each different unit within the building shall have its particular address prominently displayed on its front and rear doors. (Rear door numbers only need to be one inch in height.) If front door numbers are placed on glass, the numerals shall be white in color.

- Interior directional signs shall be employed as necessary.

If you should have any questions regarding the above conditions, please feel free to contact me anytime at 876-7599.

Sincerely,

CSSIII JEFF RODRIGUES
Crime Prevention Specialist

COUNTY OF SACRAMENTO
INTER-DEPARTMENT CORRESPONDENCE
DEPARTMENT OF WATER RESOURCES

MEMORANDUM

Date: November 30, 2004

TO: Kathleen Franklin, Planning (01-230)
Catherine Hack, DERA (01-220)

Applicant:

FROM: Mark Rains

PROJECT NAME: **(3781, 3791, 3806 and 3811) Recycle Road Use Permit**

CONTROL NUMBER: **RC 04-(127, 128, 129, and 130)**

A.P.N.: **072-0550-009, 011, 024 and 072-0560-001**

COMMENTS SECTION:

1. FEMA Flood Zone: X
   Panel No. 060262-0210
   Date: 7/6/1998

2. Although the subject property is not within a FEMA floodplain, it is within a local floodplain. The minimum floor elevation requirement for this area is 142.5'. The BFE for this area is 141.5'.

3. Watershed: Morrison Creek

4. STD#193 (Min. Pad)- Minimum pad/floor elevations shall be required pursuant to the Sacramento County Floodplain Management Ordinance.

CONDITIONS OF APPROVAL:

If the project is approved, the subject application should be conditioned on the following:

1. STD#190 (I,E,F)- Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County

Improvement Standards, including any fee required by the Sacramento County Water Agency Code.

2. There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.

3. Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.

4. Flood resistant materials shall be used below the 100-year floodplain.

5. Incorporate stormwater quality measures in conformance with applicable County ordinances & standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Stormwater Quality Control Measures"

Kathleen Franklin

From: Chu. Anthony [ChuA@saccounty.net]
Sent: Wednesday, December 01, 2004 12:21 PM
To: Kathleen Franklin
Subject: RE: Auto Dismantling Conditions

Kathleen,

Please add/revise the numbered items as follows:

1. For item #32: Please insert "If the applicant generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD). This applicant must file a Hazardous Materials Plan (HMP) for this permit" at the beginning.
2. For item#33: Please revise the second bullet to read "Contact the Sacramento County Environmental Management Department for stormwater management information"
3. For item #34: Please revise the last sentence to read "The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit."

If you have any questions or need clarification, please email or call me at (916) 875-8405.

Anthony Chu, Supervisor
Environmental Management Department
County of Sacramento

From: Kathleen Franklin [mailto:kfranklin@cityofranchocordova.org]
Sent: Wednesday, December 01, 2004 11:52 AM
To: Chu. Anthony
Subject: Auto Dismantling Conditions

Anthony,

Thanks for your help in reviewing these conditions. Please let me know if you require any further additions.

Kathleen Franklin
Planning Department
City of Rancho Cordova
3121 Gold Canal Dr.
Rancho Cordova, CA 95670
(916) 942-0279

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If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

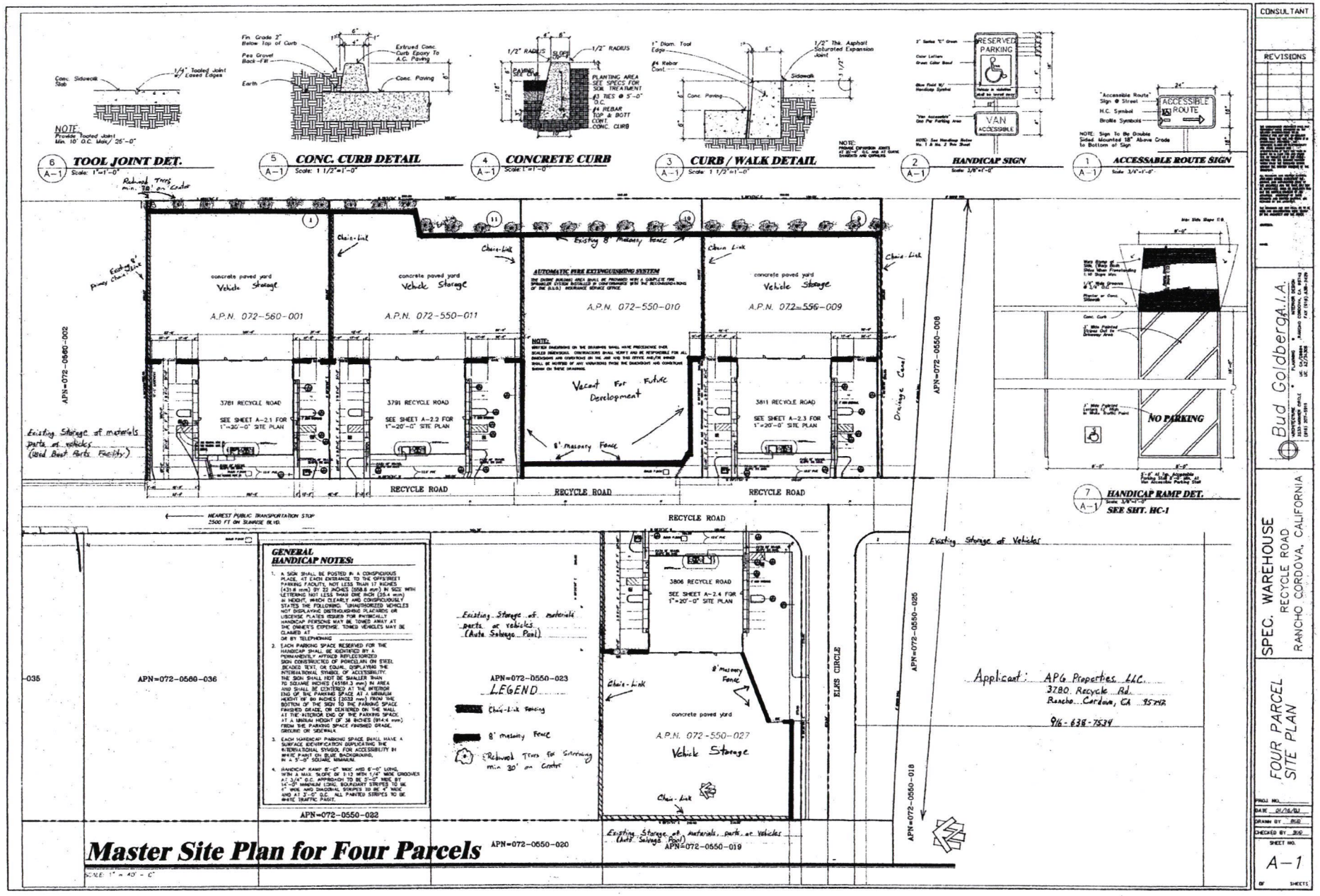
12/1/2004

From: Yvonne Dehaan
Sent: Tuesday, August 31, 2004 4:55 PM
To: Kathleen Franklin
Subject: CUP's on Recycle Rd
Regarding 3781, 3791, 3806 and 3811 Recycle Rd - my comments are identical:

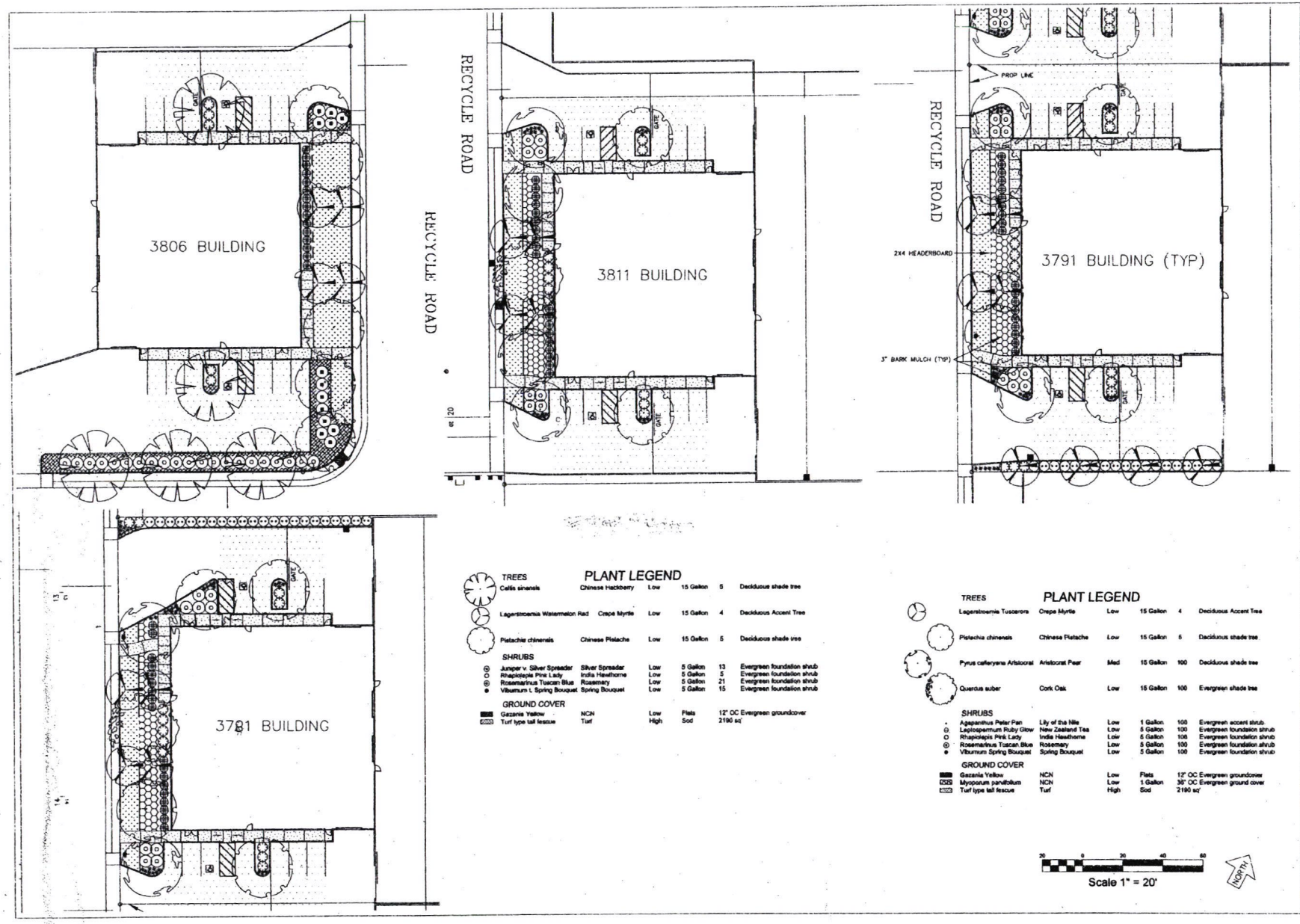
No inoperable vehicles or vehicle parts allowed to remain on the property outside of approved storage areas, and should not be visible to the public within the approved storage areas.
No temporary signage of any type except for any allowed by a Temporary Use Permit.

From: Tom Trimberger
Sent: Monday, August 30, 2004 8:55 AM
To: Kathleen Franklin
Subject: RC-04-127-130 CUP for dismantling at Recycle road

The buildings being built now are for unoccupied shells only. Building permit s will be required to allow occupancy of any type. Other than that no comments on CUP.
Tom



Attachment 5



Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS

3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

BASIC DRAWING LANDSCAPE VISIONS, INC.

DATE

REVISIONS Δ / ISSUES ○ DATE

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PRELIMINARY PLANTING PLAN

April 29, 2004

PL

G-J. **Consideration of the Conditional Use Permit for 3791, 3781, 3806 and 3811 RECYCLE ROAD– Project Nos. RC-04-127 thru RC-04-130:**

Request: Applicant is requesting a Conditional Use Permit to allow auto dismantling use in the South Sunrise Special Planning Area / M2 (Heavy Industrial) zone.
Project Applicant: Ken Philp, 9497 San Paulo Circle, Elk Grove, CA, 95642
Project Location: APN: 072-0550-011, 3791 Recycle Road.

Assistant Planner Kathleen Franklin presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127, RC-04-128, RC-04-129 and RC-04-130, subject to the Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Ken Philp, project Applicant.

The Commissioners had the following concerns and comments:

- Does the City foresee recycling on Sunrise Blvd. or will it be moved? There has been no decision made at this point, but there have been discussions.
- Will masonry walls be placed on property lines not adjacent to properties with auto recycling? Yes.
- How far out does the floodplain come out onto the property? 5 to 6 feet.

The Commissioners felt staff and the representative for the project adequately addressed the above concerns and comments.
Action:

Motion 1: Commissioner Burke moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA).

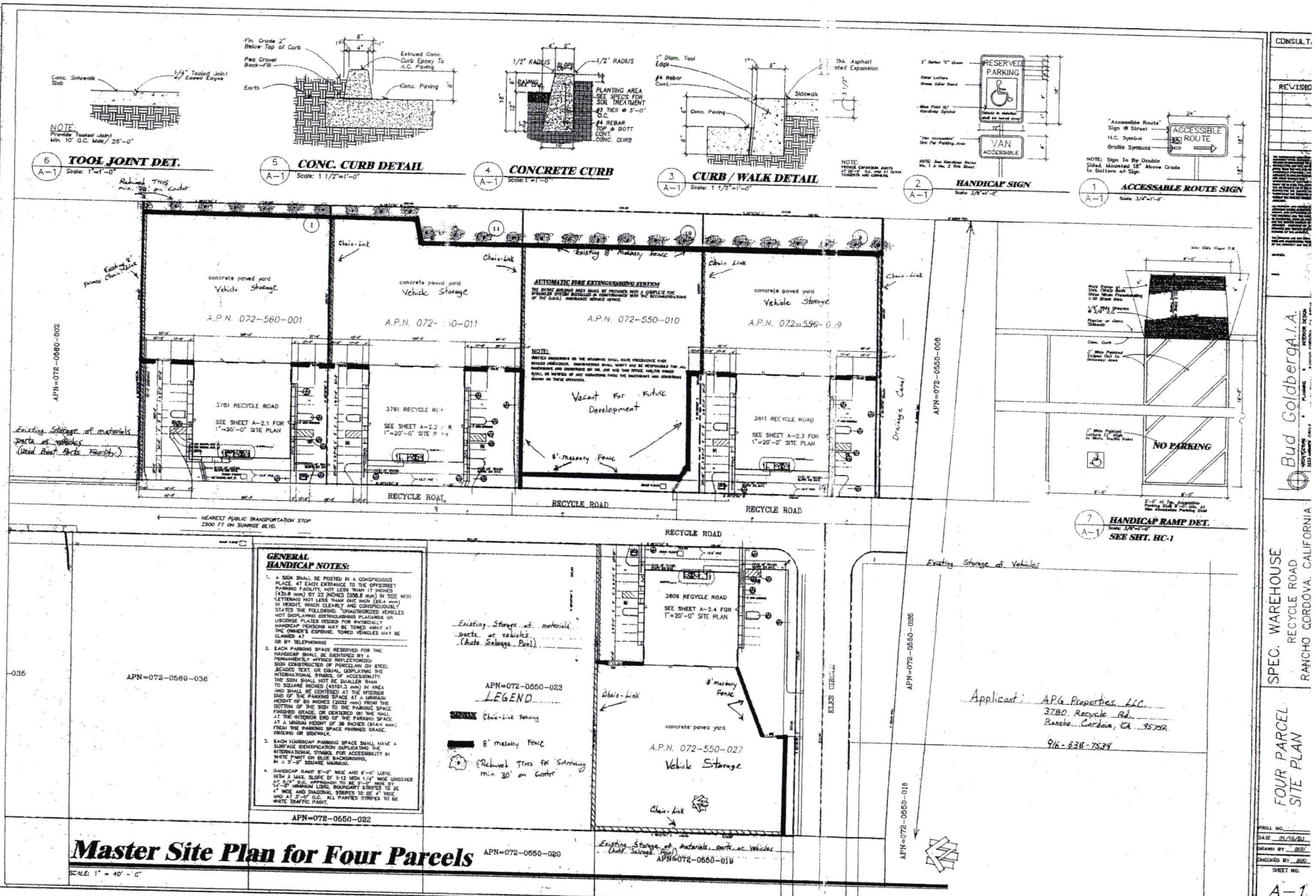
Motion 2: Vice Chair Vance moved, seconded by Commissioner Konarski, to recommend the Planning Commission adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127 thru RC-04-130, subject to the Findings, Evidence, and Conditions of Approval.

Vote on the Motions:

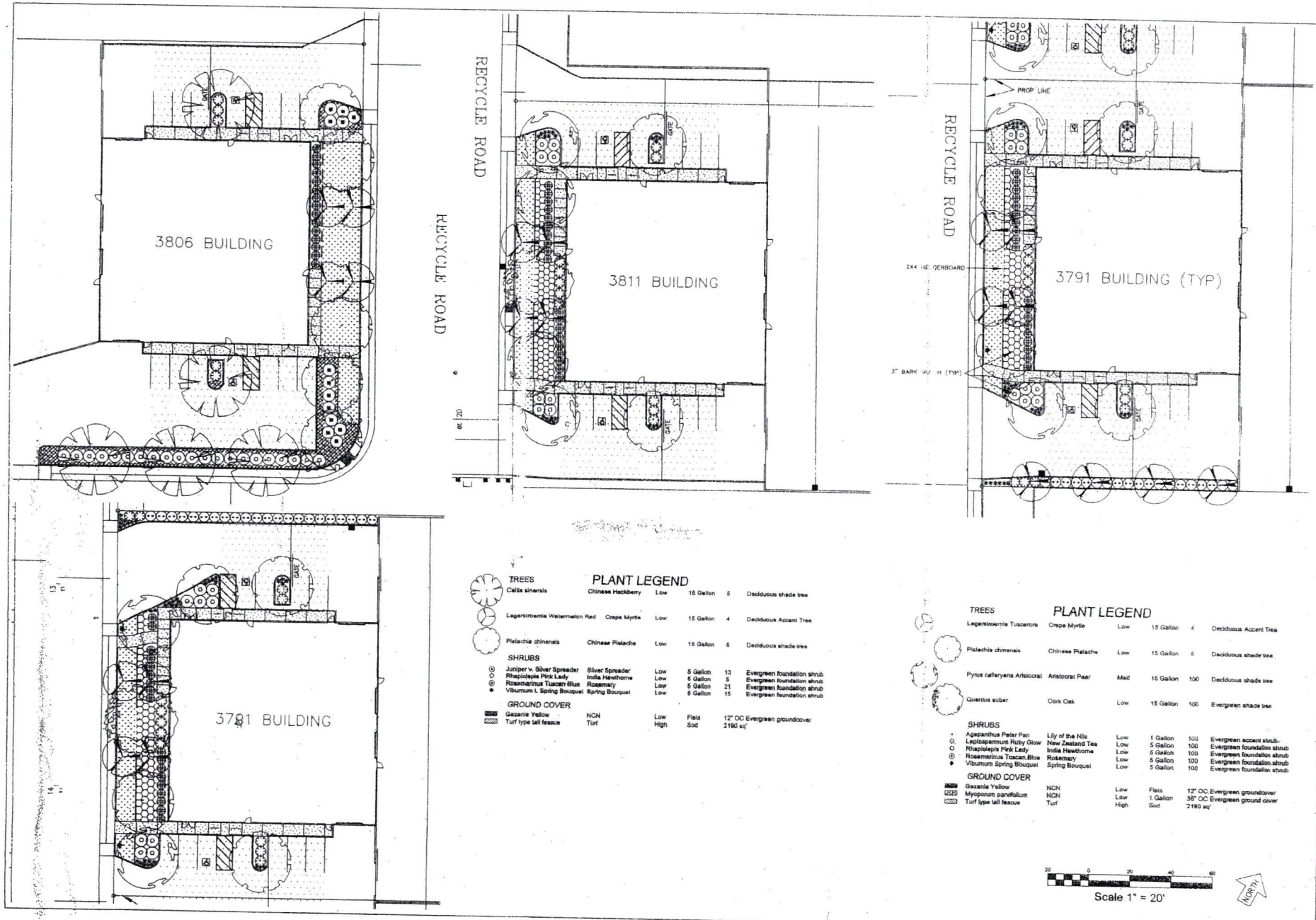
AYES: Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz

NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.



Attachment 4



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	16 Gallon	6	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub	
Rosamarinus Tuscan Blue	Rosamary	Low	5 Gallon	21	Evergreen foundation shrub	
Viburnum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Turf type tall fescue	Turf	High	Sod		2190 sq'	

PLANT LEGEND

TREES						
Lagerstroemia Tuscerrora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
Pyrus calleryana Aristocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree	
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree	
SHRUBS						
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub	
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub	
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub	
Viburnum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Myoporum parvifolium	NCN	Low	1 Gallon		36" OC Evergreen ground cover	
Turf type tall fescue	Turf	High	Sod		2190 sq'	

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
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Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DRAWING, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

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PRELIMINARY PLANTING PLAN

April 29, 2004

PL

Boeing Company
Elks Cir
Elks Cir
Rancho Cordova, CA 95742

Hutnick Marsha L & William A Carroll & k
3427 California Ave

Carmichael, CA 95608

Spence Bob F & Corinne S
1165 Investment Blvd
Eldoradohills, CA 95762

Sacramento Viking & Ken Philp
3780 Recycle Rd Ste 1
Rancho Cordova, CA 95742

Elks Rancho Cordova Lodge
P.O. Box 204
Rancho Cordova, CA 95742

Cordova Enterprises
11450 Elks Cir
Rancho Cordova, CA 95742

Gooder Daniel L
11451 Elks Cir
Rancho Cordova , CA 95742

Clarksons California Properties
11426 Elks Cir
Rancho Cordova, CA 95742

United States of America
50 United Nations Plz
San Fransico, CA 94102

McDonald Properties
11460 Elks Cir
Rancho Cordova, CA 95742

Moore, Darin
3527 Recycle Rd
Rancho Cordova, CA 95742

M/M Dev
3527 Recycle Rd
Rancho Cordova, CA 95742

Jones Family Trust & Louise E Jones III & Rebecca S Jones
1601 Response Rd #160
Sacramento, CA 95815

Charles C Weisch Revocable Living Trust
2012 Empire Mine Cir
Gold River, CA 95670

Cordova Recreation & Park Dist
2197 Chase Dr
Rancho Cordova, CA 95670

MA Diep Kim
11492 Refinement Rd
Rancho Cordova, CA 95742

Ma Nag K & Van T M & Diep K & Loan
11492 Refinement Rd
Rancho Cordova, CA 95742

Jones, Louise E III & Rebecca S
1601 Response Rd #160
Sacramento, CA 95815

Sacramento Viking, Philp, Moore, Glover, Rosenfeld
Dba: APG Properties, LLC
3780 Recycle Road Ste 1
Rancho Cordova, CA 95742

Folsom Cordova Unified School Dist
1091 Coloma St
Folsom, CA 95630

Donald E Strassburg Family Living Trust
3755 Omec Cir
Rancho Cordova, CA 95742

Boeing Company
Elks Cir
Elks Cir
Rancho Cordova, CA 95742
(2)

Hutnick Marsha L & William A Carroll
& k
3427 California Ave
11530 Elks Cir
Carmichael, CA 95608
(3)

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(14)

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Gold River, CA 95670
(17)

Cordova Recreation & Park Dist
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Rancho Cordova, CA 95670
(1)

MA Diep Kim
11492 Refinement Rd
Rancho Cordova, CA 95742
(18)

Ma Nag K & Van T M & Diep K &
Loan
11492 Refinement Rd
Rancho Cordova, CA 95742
(19)

Jones, Louise E III & Rebecca S
1601 Response Rd #160
Sacramento, CA 95815
(16)

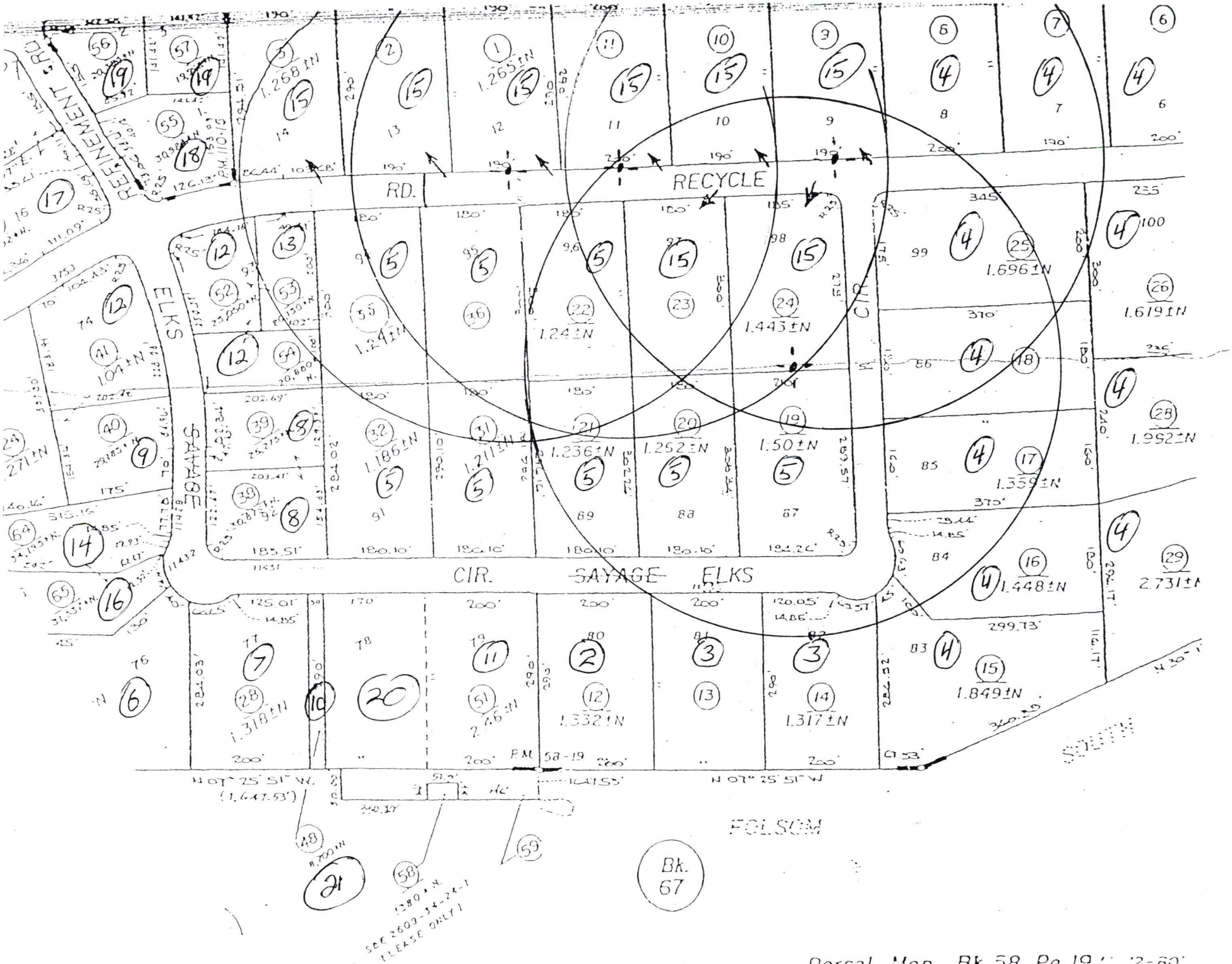
Sacramento Viking, Philp, Moore,
Glover, Rosenfeld
Dba: APG Properties, LLC
3780 Recycle Road Ste 1
Rancho Cordova, CA 95742
(15)

~~United States of America~~
~~50 Nations Plz~~
~~San Francisco, CA 94102~~
(19)

Folsom Cordova Unified School Dist
1091 Coloma St
Folsom, CA 95630
(20)

Donald E Strassburg Family Living
Trust
3755 Omec Cir
Rancho Cordova, CA 95742
(21)

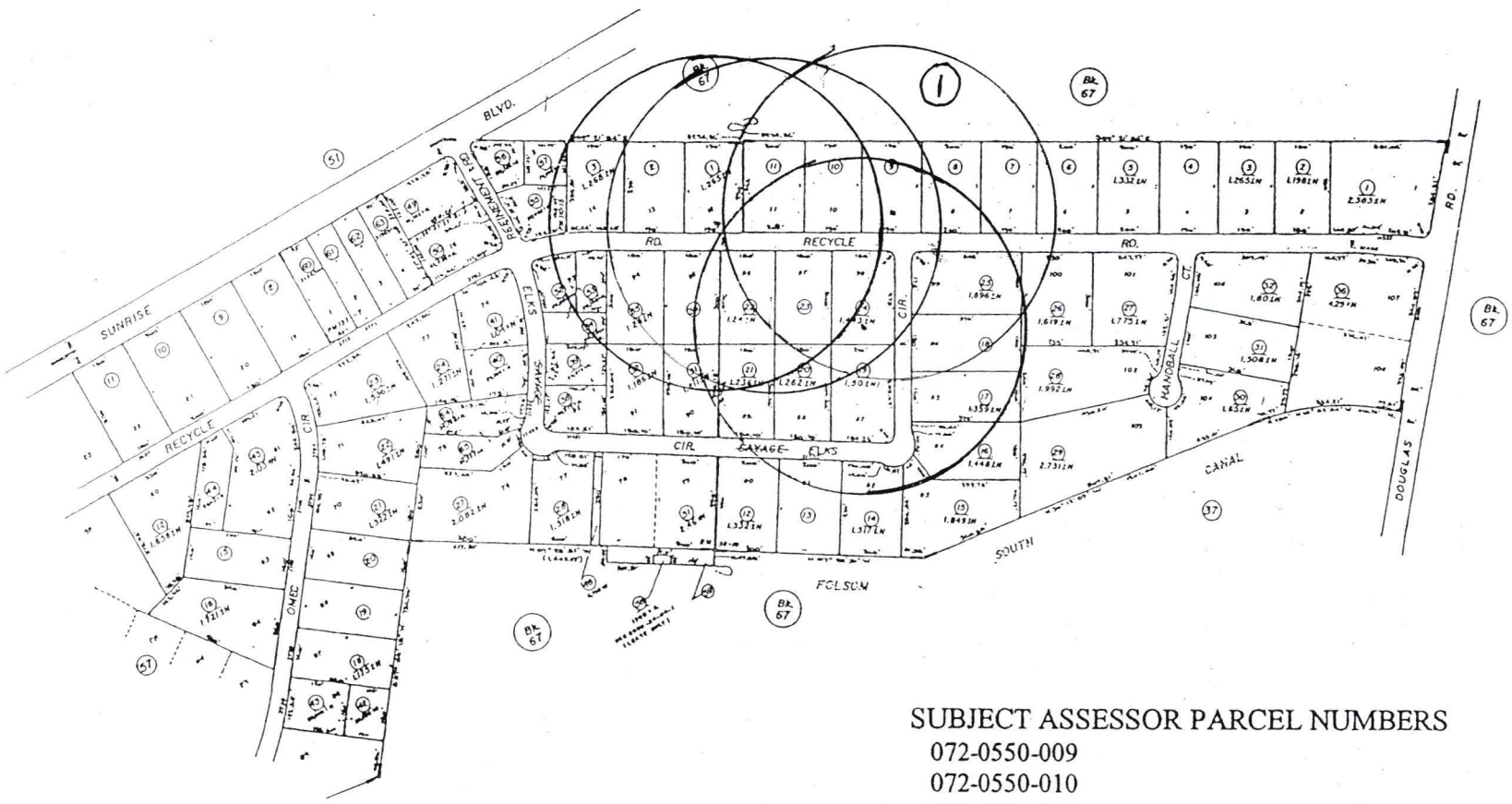
AVERY® Address Labels Laser 5960™



Parcel Map, Bk. 58 Pg. 19 ' '2-80'

Plat Map

POR. PROJ. T.8N., R.6 & 7E., M.D.B. & M.



SUBJECT ASSESSOR PARCEL NUMBERS

072-0550-009
072-0550-010
072-0550-011
072-0550-023
072-0550-024
072-0560-001
072-0560-002
072-0560-003

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: 3811 RECYCLE ROAD CONDITIONAL USE PERMIT
RC-04-130

RECOMMENDATION

The Planning Commission recommends the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 08-2005 approving the Design Review for Project No. RC-04-130, subject to the findings, Project Plans (Exhibit A) and Conditions of Approval (Exhibit B).

.

BACKGROUND

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project was analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed building would be, although auto dismantling was considered a possibility. During the Design Review process, the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.

The Planning Commission reviewed the request for a Conditional Use Permit at its December 9, 2004 meeting **(See Attachment 2)**. The Commission had questions concerning the type of fencing material to be used and the continued auto recycling use in this area (**See Attachment 3)**. The Planning Commission

felt the proposed use was compatible as surrounding uses were auto recycling and recommend approval of the project to the City Council by a 7-0 vote.

Attachment(s):

1. Resolution No. 08-2005 with Project Plans (Exhibit A) and Conditions of Approval (Exhibit B).
2. Planning Commission Staff Report dated December 9, 2004
3. Planning Commission Minutes dated December 9, 2004
4. Project Plans
5. 500' Radius Map and Labels

RESOLUTION #08-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT FOR 3811 RECYCLE ROAD TO ALLOW AUTO RECYCLING PROJECT # RC-04-130

WHEREAS, KEN PHILIP (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow the auto dismantling use at 3811 Recycle Road (Assessor's Parcel Number 072-0550-009); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, the project the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA).

WHEREAS, the City Council of the City of Rancho Cordova has conducted a properly noticed public hearing pursuant to Government Code section 65090 and has duly considered all written and verbal testimony presented during the hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

Approve the Conditional Use Permit, subject to the Project Plans (Exhibit A) and Conditions of Approval (Exhibit B, with attachments), based on the following findings

1. That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

   Finding:
   The project is an in-fill project is Categorically Exempt under Section 15332 of the California Environmental Quality Act (CEQA) Guidelines.

   Evidence:
   The project meets the Class 32 conditions of CEQA which consists of projects characterized as in-fill development. The project meets the conditions of this section as follows: 1. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as the applicable zoning designations and regulations: 2. The proposed development occurs within city limits and is on a project site of 1.3 +/- acres; 3. The project site has been use previously to store dismantled vehicles and has no value as habitat for endangered, rare or threatened species; 4. No significant issues with traffic, noise, air or water quality are identified with this project; and 5. The site is served by all required utilities and public services.

   Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

   Evidence: The City finds that, as a result of its Initial Study conducted to evaluate the potential for adverse environmental impacts, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

2. Approve the Conditional Use Permit subject to the Site Plan (see Exhibit A) and the Conditions of Approval (see Exhibit B) and the following Findings:

   Finding: The establishment, maintenance and operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. (Zoning Code §110-30)

   Evidence: The proposed project will be consistent with the M-2 Intensive Industrial designation within the City's Zoning Code and General Plan. The proposed use is an in-fill project and upon analysis of the project no significant impacts were identified. The proposed use is within the South Sunrise Specific Planning Area which is identified for auto recycling use. Therefore, the use will not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

   Finding: The proposed project will conform to the regulations and development standards contained in the South Sunrise Special Planning Area (SPA).

   Evidence: The project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use. The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

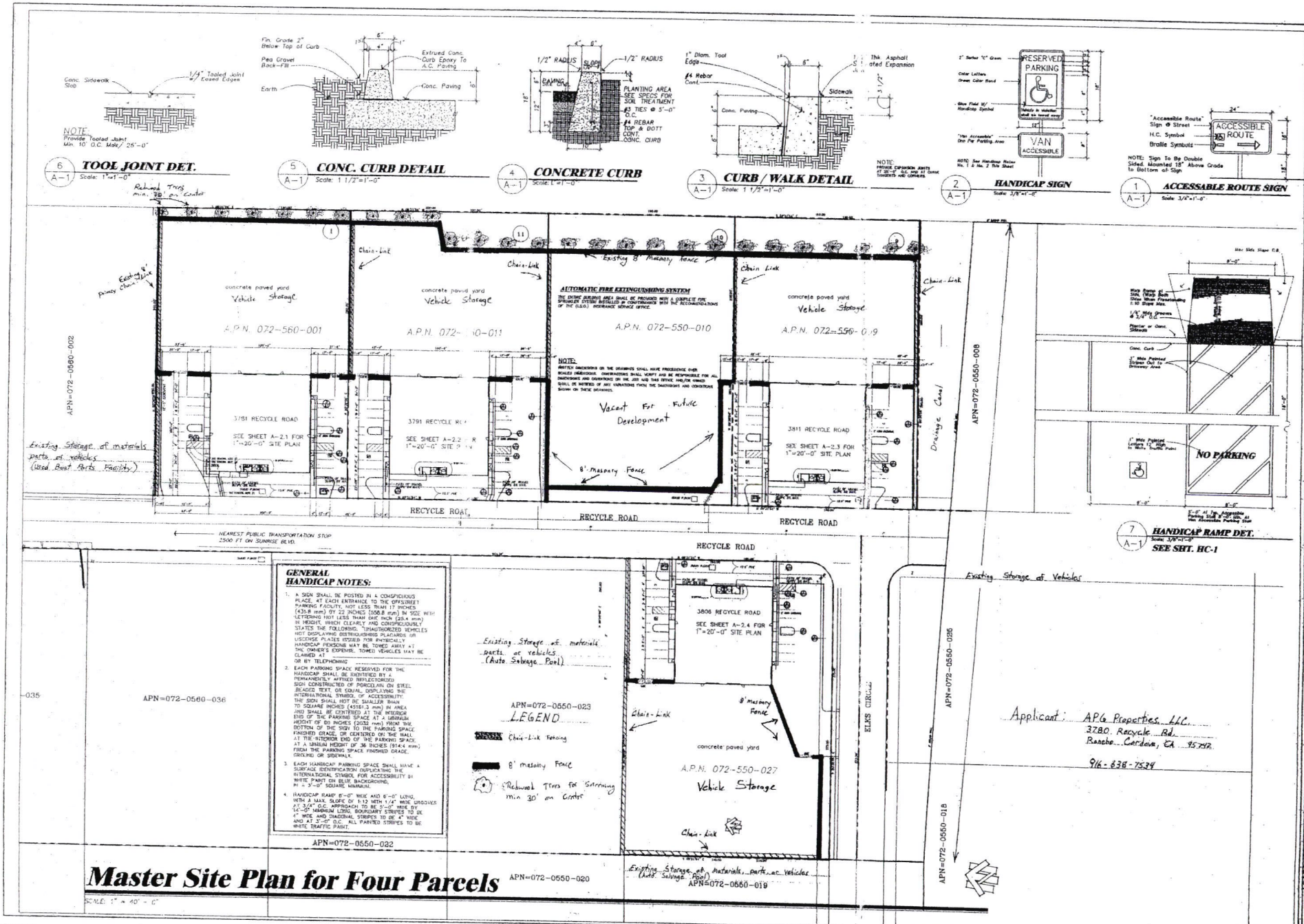
PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005.

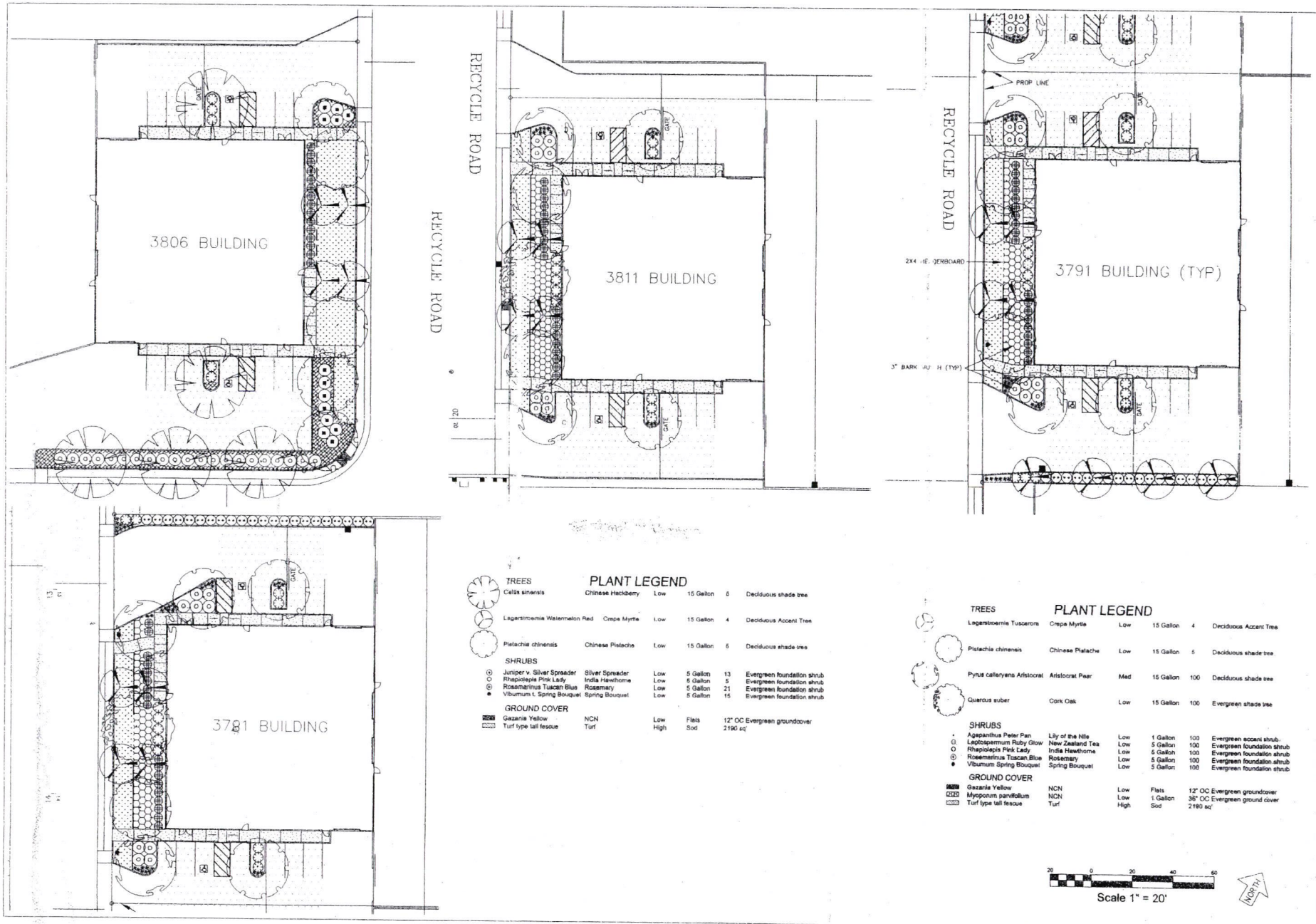
AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

_____
LILLIAN HARE
CITY CLERK


6 A-1 TOOL JOINT DET. Scale: 1"=1'-0"
5 A-1 CONC. CURB DETAIL Scale: 1 1/2"=1'-0"
4 A-1 CONCRETE CURB Scale: 1"=1'-0"
3 A-1 CURB / WALK DETAIL Scale: 1 1/2"=1'-0"
2 A-1 HANDICAP SIGN Scale: 3/8"=1'-0"
1 A-1 ACCESSABLE ROUTE SIGN Scale: 3/4"=1'-0"
7 A-1 HANDICAP RAMP DET. Scale: 3/8"=1'-0"
SEE SHT. HC-1
Master Site Plan for Four Parcels
SCALE: 1" = 40' - 0"
GENERAL HANDICAP NOTES:
LEGEND
Chain-Link Fencing
8' masonry Fence
Redwood Trees for Screening min 30' on Center
concrete paved yard
Vehicle Storage
A.P.N. 072-560-001
A.P.N. 072-550-010
A.P.N. 072-550-027
Vacant For Future Development
AUTOMATIC FIRE EXTINGUISHING SYSTEM
3781 RECYCLE ROAD
3791 RECYCLE ROAD
3806 RECYCLE ROAD
3811 RECYCLE ROAD
RECYCLE ROAD
Existing Storage of materials parts, or vehicles (Used Boat Parts Facility)
Existing Storage of materials parts, or vehicles (Auto Salvage Pool)
Existing Storage of Vehicles
Existing Storage of materials, parts, or Vehicles (Auto Salvage Pool)
APN=072-0560-002
APN=072-0560-036
APN=072-0550-032
APN=072-0550-023
APN=072-0550-020
APN=072-0550-019
APN=072-0550-018
APN=072-0550-026
APN=072-0550-008
Drainage Canal
ELKS CIRCLE
NEAREST PUBLIC TRANSPORTATION STOP 2500 FT ON SUNRISE BLVD.
NO PARKING
Applicant: APG Properties, LLC.
3780 Recycle Rd.
Rancho Cordova, CA 95742
916-638-7539
SPEC. WAREHOUSE
RECYCLE ROAD
RANCHO CORDOVA, CALIFORNIA
FOUR PARCEL SITE PLAN
Bud Goldberg A.I.A.
PROJ. NO.
DATE 01/16/01
DRAWN BY BGB
CHECKED BY BGB
SHEET NO. A-1
Exhibit A



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	6	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub	
Rosamarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub	
Viburnum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Turf type tall fescue	Turf	High	Sod	2190 sq'		

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	6	Deciduous shade tree	
Pyrus calleryana Aristocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree	
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree	
SHRUBS						
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub	
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub	
Rhapiolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub	
Rosamarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub	
Viburnum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub	
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover	
Myoporum parvifolium	NCN	Low	1 Gallon		36" OC Evergreen ground cover	
Turf type tall fescue	Turf	High	Sod	2190 sq'		

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

BASIC DRAWING, LANDSCAPE VISIONS, INC.

DATE

REVISIONS △ / ISSUES ○ DATE

○
○
○
△
△
△

PRELIMINARY PLANTING PLAN

April 29, 2004

PL

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the City Council staff report for Project No. RC 04-130, 3811 Recycle Road, dated January 18, 2005 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	
6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	

8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	
14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	

19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	
24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance	Prior to Building	Department of	

	with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".	Permit	Water Resources Drainage	
29.	Environmental management Department approval will be required for the on-site waste disposal facilities.	Prior to Building Permit	CSD-1	
30.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
31.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division. Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
	Prior to Occupancy			
32.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
33.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
34.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
35.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water	

			Resources	
36.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	
37.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
38.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
39.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental	Prior to Occupancy	County of Sacramento – Environmental Management Department	

	Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.			
41.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in

those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

Planning Commission Staff Report

Date:	December 9, 2004
Project:	Recycle Road Auto Dismantling Conditional Use Permit
File:	RC-04-130
Request:	The applicant is requesting a Conditional Use Permit to allow the Auto Dismantling use in the South Sunrise Special Planning Area.
Location:	3811 Recycle Road
APN:	072-0550-009
Planner:	Kathleen Franklin, Assistant Planner

OWNERS:	APPLICANT:
Ken and Vikki Philp 9496 San Paulo Circle Elk Grove, CA 95624 George and Donna Rosenfeld 1715 S. El Molino San Marino, CA 91108 Sacramento Viking, LLC 81-811 Prism Drive La Quinta, CA 92253 Darin Moore 3590 Sunrise Blvd. Rancho Cordova, CA 95742 Donald and Gail Glover 3414 Rolling Way Carmichael, CA 95608	Ken Philp 9496 San Paulo Circle Elk Grove, CA 95624

Staff Recommendation:

Recommend that the City Council find the project is Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for the auto recycling use at 3811 Recycle Road.

Background:

The County of Sacramento adopted Ordinance 510-100 creating the South Sunrise Special Planning Area (SPA) which provides development standards for the auto dismantling use. The project will be analyzed and conditions applied according to the requirements of the SPA.

The Planning Commission and City Council reviewed this project site in connection with a request for Design Review for an industrial building in April/May of 2004. At the time of evaluation for Design Review the applicant was not certain what the use of the proposed

building would be, although auto dismantling was considered a possibility. During the Design Review process the City Council requested that some type of screening be provided for the view of the project site from Sunrise Boulevard. A Condition of Approval for the Design Review project was added which directed the applicant to plant Redwood trees along the rear property line facing Sunrise Boulevard. This Condition is required under the Use Permit process for Auto Dismantling and has been incorporated into the conditions for this project as well.



FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Intensive Industrial	M-2	Vacant
North	Intensive Industrial	M-2	Vacant
East	Intensive Industrial	M-2	Vacant
South	Intensive Industrial	M-2	Vacant
West	Intensive Industrial	M-2	Auto Dismantling

Analysis:

The applicant is requesting approval of the Conditional Use Permit to allow an auto dismantling operation to be located within the M-2 zoning at 3811 Recycle Road. The Planning Commission previously reviewed the project site in April, 2004 with regards to a request for Design Review for an industrial building.

The project request is consistent with the General Plan Intensive Industrial land use designation and the M-2 Rancho Cordova Zoning designation. The site is approximately 1.33 acres and is adequate for the proposed facility to operate safely and efficiently. The site is surrounded by other industrial uses and therefore, land use compatibility is not identified as a concern. The warehouse will be used to dismantle vehicles and for the storage of weather sensitive auto parts. The rear of the site will be used for the storage of dismantled vehicles. Paved parking has been provided in the front of the parcel on Recycle Road with access to the property provided by a single driveway.

As previously stated the project is located within the South Sunrise Special Planning Area (SPA). The South Sunrise SPA was established to provide additional regulations to accommodate the auto dismantling/recycling use (See Attachment 2). The SPA also allows the incidental sales of used automobiles and trucks in conjunction with auto dismantling. The project has been conditioned to meet all standards set forth in the SPA with regards to screen trees, landscaping, fencing and setback of stored vehicles.

Specific Standards for Auto Wrecking Yards Located Within Floodplains

Section 325-30 of the City's Zoning Code provides standards for auto wrecking yards that are located within a floodplain. According to the County of Sacramento Water Resources Drainage, the proposed project is located within a local flood plain. Therefore conditions have added to include the standards set forth by this section of the Zoning Code (See Attachment 3).

Landscaping

The applicant has submitted a landscaping plan that is consistent with the City's Water Conservation Ordinance; meets the Zoning Code Industrial development standards; and provides the required standards for parking lot shading.

Public Comment

On November 26, 2004, a public hearing notice was published in the Grapevine Newspaper and notices were mailed to all property owners within 500' of the project site. No comments were received at the time of preparation of the staff report.

Conclusion:

The proposed auto recycling use is consistent with the Intensive Industrial General Plan designation, the M-2 Zoning, and the South Sunrise Special Planning Area (SPA). The project has been conditioned to meet the development standards of the Zoning Code and the SPA; therefore, staff recommends the Planning Commission forward a recommendation of approval to the City Council for Project RC-04-129, a Conditional Use Permit to allow the auto dismantling use at 3811 Recycle Road.

Environmental Analysis:

The project is exempt under Section 15060(c)(2) of the California Environmental Quality Act Guidelines (CEQA), which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

Financial Implications to City:

There are no significant cost implications to the City for this development.

Recommended Motions:

1. "I move the Planning Commission recommend the City Council find the project Categorically Exempt under Section 15332, In-Fill Development Projects, of the California Environmental Quality Act Guidelines (CEQA)".
2. "I move the Planning Commission recommend the City Council approve the Conditional Use Permit for Project No. RC-04-130 to allow the auto recycling use at 3811 Recycle Road".

Attachments:

1. Conditions of Approval
2. South Sunrise Special Planning Area Ordinance
3. Zoning Code Section 325-30
4. Agency Comments
5. Project Plans

Conditions of Approval

Attachment 1

		Timing/ Implementation	Enforcement/ Monitoring	**Verification (date and Signature)**
1.	The development approved by this action is for a Conditional Use Permit to allow the auto recycling use as described in the Planning Commission staff report for Project No. 04-130, 3811 Recycle Road, dated December 9, 2004 and associated exhibits. Any significant modification shall require an amendment to the permit.	On-Going	Planning Department	
2.	This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations, and procedures.	On-Going	Planning Department	
3.	The applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning Department	
4.	The permit holder is hereby notified that failure to comply with any one of these conditions may result in the revocation of this permit pursuant to the City of Rancho Cordova Zoning Code.	On-Going	Planning Department	
5.	Provided there are no appeals, this Conditional Use Permit shall become effective after a ten (10) day appeal period. In the event of an appeal, this permit shall be withheld pending the outcome of the appeal process.	On-Going	Planning Department	

6.	The incidental sales of used cars and trucks shall be allowed and shall be limited to utilizing no more than 15% of the developed portion of the site.	On-Going	Planning Department	
7.	The sales and display of used cars and trucks shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.	On-Going	Planning Department	
8.	The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high. The final fence heights will be reviewed by the Planning Director.	On-Going	Planning Department	
9.	No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted within the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
10.	The outside storage of dismantled vehicles and parts shall be per Section 509-103 (1) and (2) of the South Sunrise Special Planning Area Ordinance.	On-Going	Planning Department	
11.	Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.	On-Going	Planning Department	
12.	Where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts, or vehicles shall be per Section 509-103 ((e).	On-Going	Planning Department	
13.	All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100 year floodplain elevation.	On-Going	Planning Department	

14.	No cleaning or engine breakdown should take place within the 100-year floodplain.	On-Going	Planning Department	
15.	All oil should be drained and collected prior to engine removal.	On-Going	Planning Department	
16.	Any fencing should require the approval of Water Resources Division of Public Works.	On-Going	Water Resources	
17.	The yard used for storage of the dismantled vehicles shall be paved with concrete	Prior to Occupancy	Planning Department	
18.	A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.	On-Going	Planning Department	
19.	Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.	On-Going	Planning Department	
20.	All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".	On-Going	Planning Department	
21.	No temporary signage of any type except that which is allowed by a Temporary Use Permit	On-Going	Code Enforcement	
22.	Building permits will be required to allow occupancy of any type.	On-Going	Building Department	
	Prior to On Site Grading			
23.	Civil Engineering Drawings approved by the Public Works Department will be required for onsite grading and drainage improvements.	Prior to Grading Permits	Public Works	

24.	There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.	Prior to Grading Permits	Department of Water Resources Drainage	
	Prior to Building Permit			
25.	Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County Improvement Standards, including any fee required by the Sacramento County Water Agency Code.	Prior to Building Permit	Department of Water Resources Drainage	
26.	Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.	Prior to Building Permit	Department of Water Resources Drainage	
27.	Flood resistant materials shall be used below the 100-year floodplain.	Prior to Building Permit	Department of Water Resources Drainage	
28.	Incorporate storm water quality measures in conformance with applicable County ordinance and standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Storm Water Quality Control Measures".	Prior to Building Permit	Department of Water Resources Drainage	
29.	Environmental management Department approval will be required for the on-site waste disposal facilities.	Prior to Building Permit	CSD-1	
30.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
31.	Destroy all abandoned wells on the proposed project site in accordance with the requirements of the Sacramento County Environmental Health Division.	Prior to Occupancy	County of Sacramento – Department of	

	Clearly show all abandoned/destroyed wells on the improvement plans for the project. Prior to abandoning any existing agricultural wells, the applicant shall use water from agricultural wells for grading and construction.		Water Resources	
	Prior to Occupancy			
32.	The address number of every commercial building shall be posted on its front and rear doors. The numbers shall be illuminated during the hours of darkness and clearly visible from the street. Numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.	Prior to Occupancy	Police Department	
33.	Trees for screening purposes shall be planted 30 feet on center along the eastern property line facing Sunrise Blvd. This measure may be modified if need upon review by the Planning Director.	Prior to Occupancy	Planning Department	
34.	Prior to Occupancy, the project shall conform to the specific provisions of the Sacramento County Landscape Water Conservation Ordinance to the satisfaction of the county Landscape/Oak Tree Coordinator.	Prior to Occupancy	County of Sacramento – Department of Water Resources	
35.	Provide public water service to each building(s).	Prior to Occupancy	County of Sacramento – Water Resources	
36.	The size, number, and location of driveways shall be designed pursuant to Rancho Cordova City Improvement Standards and to the satisfaction of the Department of Transportation.	Prior to Occupancy	County of Sacramento – Department of Transportation	

37.	The applicant must submit a copy of a current Notice of Intent to comply with the State General Industrial Stormwater Permit. The applicant must submit a copy of a valid Stormwater Pollution Prevention Plan, as required under the General Industrial Stormwater Permit, prior to commencing operations under this use permit.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
38.	All hazardous waste generated from the auto dismantling operation must be accumulated, transported, managed, and disposed property in accordance with the California Health and Safety Code, Division 20, Chapter 6.6 Title 22 of the California Code of Regulation. Typical waste streams from an auto dismantling facility include but are not limited to used oil, used oil filters, waste antifreeze, waste solvent, gasoline/diesel, waste brake fluid, Freon, and/or sodium azide canisters.	Prior to Occupancy	County of Sacramento – Environmental Management Department	
39.	If the project generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD).	Prior to Occupancy	County of Sacramento – Environmental Management Department	
40.	There may be other applicable regulatory requirements dealing with above ground storage tank (AST) for petroleum products, storm water management, and sewer use permit, etc. Depending on the exact design and operation of this proposed facility. If this facility will be conducting any of these activities, the owner/operator must contact the following appropriate agencies to file the necessary planning documents or permits. • Contact the Sacramento County Hazardous Materials Division for AST; • Contact the Sacramento County Environmental	Prior to Occupancy	County of Sacramento – Environmental Management Department	

	Management Department for storm water management information. Resources for storm water management; • Contact the Sacramento County Water Quality Division for sewer discharge.			
41.	The owner must complete and submit a Hazardous Material Plan (HMP) to the Sacramento County Hazardous Materials Division for the storage/use of all hazardous materials in the amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet. If hazardous waste, of any amount, will be generated at this location, it must also be reported in the HMP. The HMP must be completed and submitted to this Division within 30 days after opening for business. The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit.	30 Days from Opening for Business	County of Sacramento – Environmental Management Department	

ADVISORY COMMENTS
Sacramento County Sheriff's Department

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premise, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

- Interior directional signs shall be employed as necessary.

SOUTH SUNRISE SPECIAL PLANNING AREA

509-100. INTENT. It is the intent of the Board of Supervisors in adopting this Special Planning Area Ordinance to continue to allow development in the South Sunrise Area, described in Section 509-104, under the standards and uses permitted in the M-2 zone except, that when a twenty five (25) foot landscaped setback is provided with dense screen trees, the outside storage height of auto parts and dismantled vehicles stored behind an enclosed fence or wall shall be allowed to exceed the height of the fence or wall, based on the storage setback highpoint from the fence or wall.

It is also the intent of the Board of Supervisors in adopting this ordinance to allow the incidental sales of used automobiles in conjunction with a auto dismantling business.

The objectives of South Sunrise Auto Dismantlers Special Planning Area are:

(a) To recognize the existing development of dense screen trees planted in the landscaped setback areas adjacent to public streets which improves the aesthetics along Sunrise Boulevard and other public streets in the South Sunrise Area. These characteristics support the application of different standards.

(b) To maintain and continue the existing pattern of dense screen trees in a twenty five (25) foot landscape area along Sunrise Boulevard and other public streets in the South Sunrise area.

(c) To require when auto parts or dismantled vehicles are stored outside, at a level higher than the fence or wall there should be dense screen trees to shield the view from the public street or public street right of way.

(d) To allow the outside storage height of auto parts and dismantled vehicles stored behind an enclosed wall or fence, to exceed the height of the fence or wall, and to allow the storage height to increase as the setback from the public street and wall increases in a "tiered" manner.

(e) To allow the incidental sales of used automobiles and trucks in conjunction with auto dismantling in the South Sunrise Special Planning Area.

(f) To encourage the use of side yard areas away from public streets for the storage of dismantled vehicle parts.

509-101. Exhibits. Sections described in this section and adopted by Ordinance, are incorporated herein and made a part of this Article to regulate the property described in Section 509-104.

Exhibit 509-104. The boundaries of the area regulated.

Exhibit 509-105. Cross section of public streets

Exhibit 509-106. Plan view and elevation view of dense landscape screening.

509-102. USES. Those permitted and conditionally permitted I the M-2 zoning district classification, as regulated by the M-2 zoning district classification, Section 230-11, the Industrial Land Use Tables, of the Sacramento County Code, except that:

(a) The incidental sales of used automobiles and trucks, shall be allowed without the issuance of a use permit, as regulated in this section. The incidental sales of used cars and trucks shall be limited to utilizing no more than 15% of the developed portion of the site. The sales and display of used cars and trucks in the South Sunrise Special Planning Area shall take place within an enclosed yard area or enclosed building, within the buildable portion of the lot.

(b) The storage of dismantled vehicles shall be permitted upon issuance of a use permit by the Board of Supervisors after a recommendation of approval by the appropriate authority.

(c) All existing dismantling operations with a valid use permit in effect on the effective date of this ordinance, that are stacking or intend to stack dismantled automobiles or automobile parts above the height of required enclosing walls or fences, shall submit a site and a landscape plan showing the location of existing and proposed improvements on the site, that demonstrate existing or planned compliance with development standards of this Ordinance. Said plans shall be approved by the Planning Department.

509-103. DEVELOPMENT STANDARDS. The development standards shall be the development standards of the M-2 zoning district classification of the Sacramento County Code except that auto dismantling and wrecking yard and the incidental sales of used autos and trucks shall be as regulated herein.

(a) Outside storage of dismantled vehicles.

(1) The yard shall be enclosed by a wood or masonry fence not less than six (6) feet high, and

(2) No dismantled vehicle parts shall be stored higher than the fence, except when placed on a rack, and as permitted herein.

(b) If a solid wood or masonry fence is set back from the street right of way, a minimum of twenty five (25) feet, and there is landscaping, or parking and landscaping including screening trees between the right of way and the fence, as required by this section, the following provisions shall apply.

(1) Along all public streets, except Sunrise Boulevard:

(aa) Within a distance of twenty (20) feet of the fence or wall, dismantled vehicle parts may not be stored higher than the required fence or wall.

(bb) Between twenty (20) feet and fifty (50) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between fifty (50) feet and one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred (100) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(2) Along Sunrise Boulevard:

(aa) Within a distance of thirty (30) feet of fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may not be stored higher than the fence or wall.

(bb) Between thirty (30) feet and sixty (60) feet from the fence or wall adjacent to Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed three (3) feet above the fence or wall.

(cc) Between sixty (60) feet and one hundred ten (110) feet from the fence or wall, dismantled vehicle parts may be stored to a height not to exceed six (6) feet above the fence or wall.

(dd) Beyond a distance of at least one hundred ten (110) feet from the fence or wall, setback at least twenty-five (25) feet from Sunrise Boulevard, dismantled vehicle parts may be stored to a height not to exceed eight (8) feet above the fence or wall.

(3) Screen trees using the County's recommended tree list as a guide, shall be planted at least every thirty (30) feet on center. At maturity the trees shall provide screening to a height of at least twelve (12) feet above the enclosing fence or wall or at least twenty (20) feet above the ground, whichever is greater.

(c) Along all public streets the outside storage of dismantled vehicles and/or auto parts stored behind permanent on-site buildings that completely screen the view of the storage from the public street right of way shall not exceed the height of the building.

(d) The inside storage of dismantled vehicles and/or parts may take place inside if the storage is completely screened from the street by the permanent on-site building.

(e) Along interior sideyard where the storage of dismantled vehicles or parts abuts a property which is not used for an auto dismantler nor includes the outdoor storage of materials, parts or vehicles, the following standard shall apply:

(1) The storage of dismantled vehicles or parts shall be screened behind a solid masonry fence or combination of wood/masonry fence. Said fence may be constructed up to 14 feet in height, or

(2) The storage of dismantled vehicles or parts which extend above the height of the solid wood or masonry fence shall be set back from the property line 10 feet for every 2 feet of storage above the height of the fence.

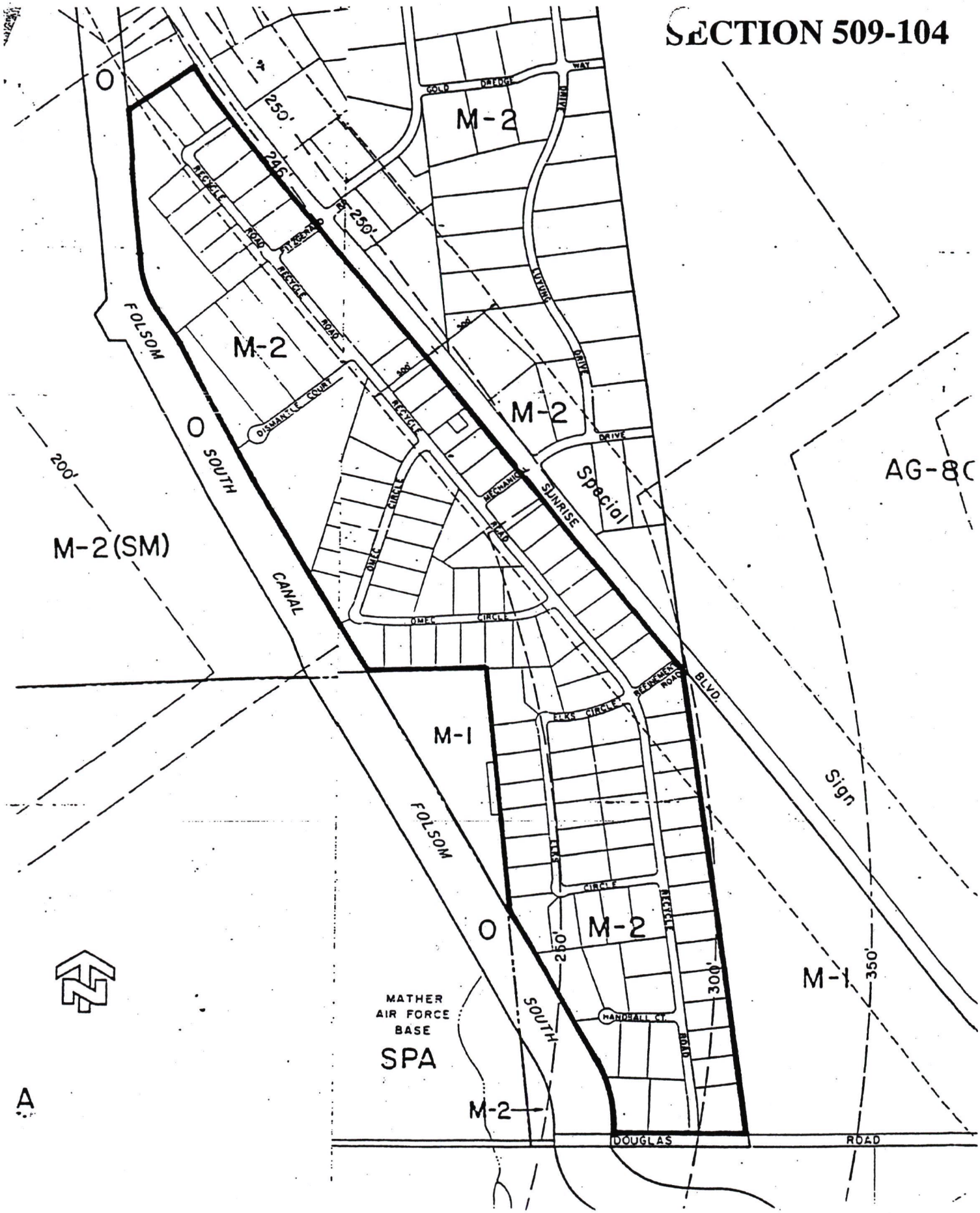
(Example: If there is an 8-foot fence, then storage up to 14 feet must be set back 30 feet from the property line.)

(f) Display of used cars and/trucks for sale:

(1) The display of used cars and trucks shall be within a completely enclosed yard area or completely enclosed building, within the buildable portion of the lot.
(2) The display area shall not exceed 15% of the developed area of the property.
(3) The sale of used cars and/or trucks shall be incidental to a dismantling business operation on the site.

Amended July 12, 1995

SECTION 509-104



ARTICLE 3: SPECIFIC STANDARDS FOR AUTO WRECKING YARDS LOCATED WITHIN FLOODPLAINS

325-30. Application

In addition to the general standards set forth in Articles 1 and 2 of this Chapter, the special standards set forth in this Article shall apply to auto wrecking yard operations located in areas subject to periodic flooding.

325-31. Development Standards

(a) All hazardous materials, including batteries, waste oil, gasoline, and cleaning solutions, should be stored at least one-foot above the 100-year floodplain elevation.

(b) No cleaning or engine breakdown should take place within the 100-year floodplain.

(c) All oil should be drained and collected prior to engine removal.

(d) Any fencing should require the approval of Water Resources Division of Public Works.

(e) A special cement slab that drains into a cement-lined sump should be installed where all engine removal, engine breakdown and cleaning operations will take place. This sump must be located outside of any area subject to periodic flooding.

(f) Caustic-detergent cleaning solutions should be used rather than solvents. If it is absolutely necessary to use cleaning solvents, they should be setup on a self recycling-filtering system, and must not be disposed of in the sump.

(g) All hazardous materials should be handled and disposed of in compliance with Title 22, Division 4, Chapter 30 of the California Code of Regulations: "Minimum Standards for Management of Hazardous and Extremely Hazardous-Wastes".

Attachment 4

CSD-1
COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
www.csd-1.com

Board of Directors
County of Sacramento
Roger Dickinson
Illa Collin
Muriel P. Johnson
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Don Nottoli
City of Citrus Heights
Jeannie Bruins
City of Elk Grove
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Agency Administrator
Robert F. Shanks
District Engineer
Marcia Maurer
Chief Financial Officer
Wendell H. Kido
District Manager
Mary K. Snyder
Collection Systems Manager

September 24, 2004
E225.000

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RECEIVED
SEP 29 2004
BY:

Dear Ms. Franklin:

Subject: 3811 Recycle Road
APN: 072-0550-009
Control No. RC-04-130

Both the County Sanitation District 1 (CSD-1) and the Sacramento Regional County Sanitation District (SRCSD) reviewed the subject documents and have the following comments.

CSD-1 Conditions:

The subject property is inside the boundaries of CSD-1, SRCSD, and the Urban Service Boundary shown on the Sacramento County General Plan. However, public sewer service is not available within 200 feet of the property. Therefore, the applicant is not required to install public sewer at this time. Environmental Management Department approval will be required for the on-site waste disposal facilities.

If you have any questions regarding these comments, please call Joyce Ferguson at (916) 876-6098 or myself at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/BM: cc

cc: Maria Cablao
Ken Phillip
3780 Recycle Road
Rancho Cordova, CA 95742

franklin092404.ltr.doc1

COUNTY OF SACRAMENTO
INTER-DEPARTMENT CORRESPONDENCE
DEPARTMENT OF WATER RESOURCES

MEMORANDUM

Date: November 30, 2004

TO: Kathleen Franklin, Planning (01-230)
Catherine Hack, DERA (01-220)

Applicant:

FROM: Mark Rains

PROJECT NAME: **(3781, 3791, 3806 and 3811) Recycle Road Use Permit**

CONTROL NUMBER: **RC 04-(127, 128, 129, and 130)**

A.P.N.: **072-0550-009, 011, 024 and 072-0560-001**

COMMENTS SECTION:

1. FEMA Flood Zone: X
   Panel No. 060262-0210
   Date: 7/6/1998

2. Although the subject property is not within a FEMA floodplain, it is within a local floodplain. The minimum floor elevation requirement for this area is 142.5'. The BFE for this area is 141.5'.

3. Watershed: Morrison Creek

4. STD#193 (Min. Pad)- Minimum pad/floor elevations shall be required pursuant to the Sacramento County Floodplain Management Ordinance.

CONDITIONS OF APPROVAL:

If the project is approved, the subject application should be conditioned on the following:

1. STD#190 (I,E,F)- Provide drainage easements and install facilities pursuant to the Sacramento County Floodplain Management Ordinance, Sacramento County Water Agency Code, and Sacramento County

Improvement Standards, including any fee required by the Sacramento County Water Agency Code.

2. There shall be no net loss of storage for any fill placed within the 100-year floodplain without in-kind excavation.

3. Non-enclosed parking areas for commercial and apartment complexes shall be constructed no lower than one-foot below the base flood elevation.

4. Flood resistant materials shall be used below the 100-year floodplain.

5. Incorporate stormwater quality measures in conformance with applicable County ordinances & standards, and state and federal law pursuant to Table 2-1 of the County of Sacramento "Guidance Manual for On-Site Stormwater Quality Control Measures"

City of Rancho Cordova

Inter-Correspondence

September 7, 2004

To: Kathleen Franklin
Planning Department

From: Tony Santiago
Public Works

Subject:

Application Number:	**RC 04-130**
Application Title:	**3811 Recycle Road**
APN:	**072-0550-009**

Civil Engineering Drawings approved by the Public Works Department will be required for installation of Recycle Road and onsite grading and drainage improvements.

If you have any comments or questions, please call me at (916) 874-7093.

RANCHO CORDOVA POLICE DEPARTMENT

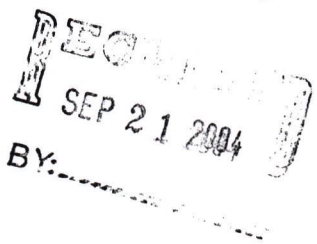
Thomas McMahon
Chief of Police

10361 Rockingham Drive
Sacramento, California 95827

916.875.9600 – Main
916.875.8673 – Fax

www.RanchoCordovaPD.com

August 10, 2004



Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, California 95670

RE: 04-130 3811 Recycle Road CUP

Dear Kathleen:

The Rancho Cordova Police Department requests the following conditions be added to the subject application:

PARKING/CIRCULATION COMMENTS:

- All entrances to the parking area shall be posted with appropriate signs per 22658(a) CVC, to assist in removing vehicles at the property owner's/manager's request.

- Handicapped parking spaces shall be clearly marked and properly posted and be conveniently located near the buildings they are intended to serve.

BUILDING SECURITY:

- The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand 1600 lbs. of pressure in both a vertical distance of three (3) inches and a horizontal distance of (1) inch each side of the strike, so as to prevent violation of the strike.

- Glass doors shall be secured with a deadbolt lock with minimum throw of one (1) inch. The outside ring should be free-moving and case hardened.

- Employee/pedestrian and utility room doors shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock with minimum throw of one (1) inch.

- Outside hinges on all exterior doors shall be provided with nonremovable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

- Doors with glass panels and doors with glass panels adjacent to the door frame shall be secured with burglary-resistant glazing or the equivalent, if double-cylinder deadbolt locks are not installed.

- Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

- Windows that are capable of being opened shall be secured on the inside with a locking device capable of withstanding a force of three hundred (300) lbs. applied in any direction.

- All hatchway openings on the roof of any building shall be secured as follows:

    1. If the hatchway is of wooden material, it shall be covered on the outside with at least 16 gauge sheet steel or its equivalent attached with screws.

    2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The Fire Marshall must approve the use of crossbar or padlock.

    3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

- All air duct or air vent openings exceeding 8" x 12" on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

    1. Iron bars of at least ½" round or one by one-fourth inch flat steel material, spaced no more than five inches apart and securely fastened.
    or:
    2. A steel grill of at least 1/8" material or two inch mesh and securely fastened and

    3. If the barrier is on the outside, it shall be secured with galvanized rounded head flush bolts of at least 3/8" diameter on the outside.

LANDSCAPING:

- Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along the building perimeter.

- All walkway curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

FENCING/ACCESS CONTROL:

- Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage employees and visitors to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

LIGHTING:

- Parking lots, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to buildings shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers. A lighting level of 2-footcandle minimum, maintained at ground level, is required. A combination of wall and pole mounted fixtures may be used.

- All exterior doors shall be provided with a light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

- Each premises, while closed for business after dark, must be sufficiently lighted by use of interior night lights.

- Exterior door, perimeter, and soffit lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting. (The building photocells should be located near any roof hatch openings for ease of maintenance.)

BUILDING NUMBERING:

- The address number of every commercial building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four to six inches in height and of a color contrasting with the background.

- Each different unit within the building shall have its particular address prominently displayed on its front and rear doors. (Rear door numbers only need to be one inch in height.) If front door numbers are placed on glass, the numerals shall be white in color.

- Interior directional signs shall be employed as necessary.

If you should have any questions regarding the above conditions, please feel free to contact me anytime at 876-7599.

Sincerely,

CSSIII JEFF RODRIGUES
Crime Prevention Specialist

Kathleen Franklin

From: Chu. Anthony [ChuA@saccounty.net]
Sent: Wednesday, December 01, 2004 12:21 PM
To: Kathleen Franklin
Subject: RE: Auto Dismantling Conditions

Kathleen,

Please add/revise the numbered items as follows:

1. For item #32: Please insert "If the applicant generates hazardous waste, a hazardous waste generator permit must be obtained from the Sacramento County Environmental Management Department (SCEMD). This applicant must file a Hazardous Materials Plan (HMP) for this permit" at the beginning.
2. For item#33: Please revise the second bullet to read "Contact the Sacramento County Environmental Management Department for stormwater management information"
3. For item #34: Please revise the last sentence to read "The owner can contact Sacramento County Environmental Management Department at (916) 875-8550 for further information on the Hazardous Materials Plan or the Hazardous Materials Permit."

If you have any questions or need clarification, please email or call me at (916) 875-8405.

Anthony Chu, Supervisor
Environmental Management Department
County of Sacramento

From: Kathleen Franklin [mailto:kfranklin@cityofranchocordova.org]
Sent: Wednesday, December 01, 2004 11:52 AM
To: Chu. Anthony
Subject: Auto Dismantling Conditions

Anthony,

Thanks for your help in reviewing these conditions. Please let me know if you require any further additions.

Kathleen Franklin
Planning Department
City of Rancho Cordova
3121 Gold Canal Dr.
Rancho Cordova, CA 95670
(916) 942-0279

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If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

12/1/2004

From: Yvonne Dehaan
Sent: Tuesday, August 31, 2004 4:55 PM
To: Kathleen Franklin
Subject: CUP's on Recycle Rd
Regarding 3781, 3791, 3806 and 3811 Recycle Rd - my comments are identical:

No inoperable vehicles or vehicle parts allowed to remain on the property outside of approved storage areas, and should not be visible to the public within the approved storage areas.
No temporary signage of any type except for any allowed by a Temporary Use Permit.

From: Tom Trimberger
Sent: Monday, August 30, 2004 8:55 AM
To: Kathleen Franklin
Subject: RC-04-127-130 CUP for dismantling at Recycle road

The buildings being built now are for unoccupied shells only. Building permit s will be required to allow occupancy of any type. Other than that no comments on CUP.
Tom

Kathleen Franklin

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Sent: Wednesday, December 01, 2004 12:21 PM
To: Kathleen Franklin
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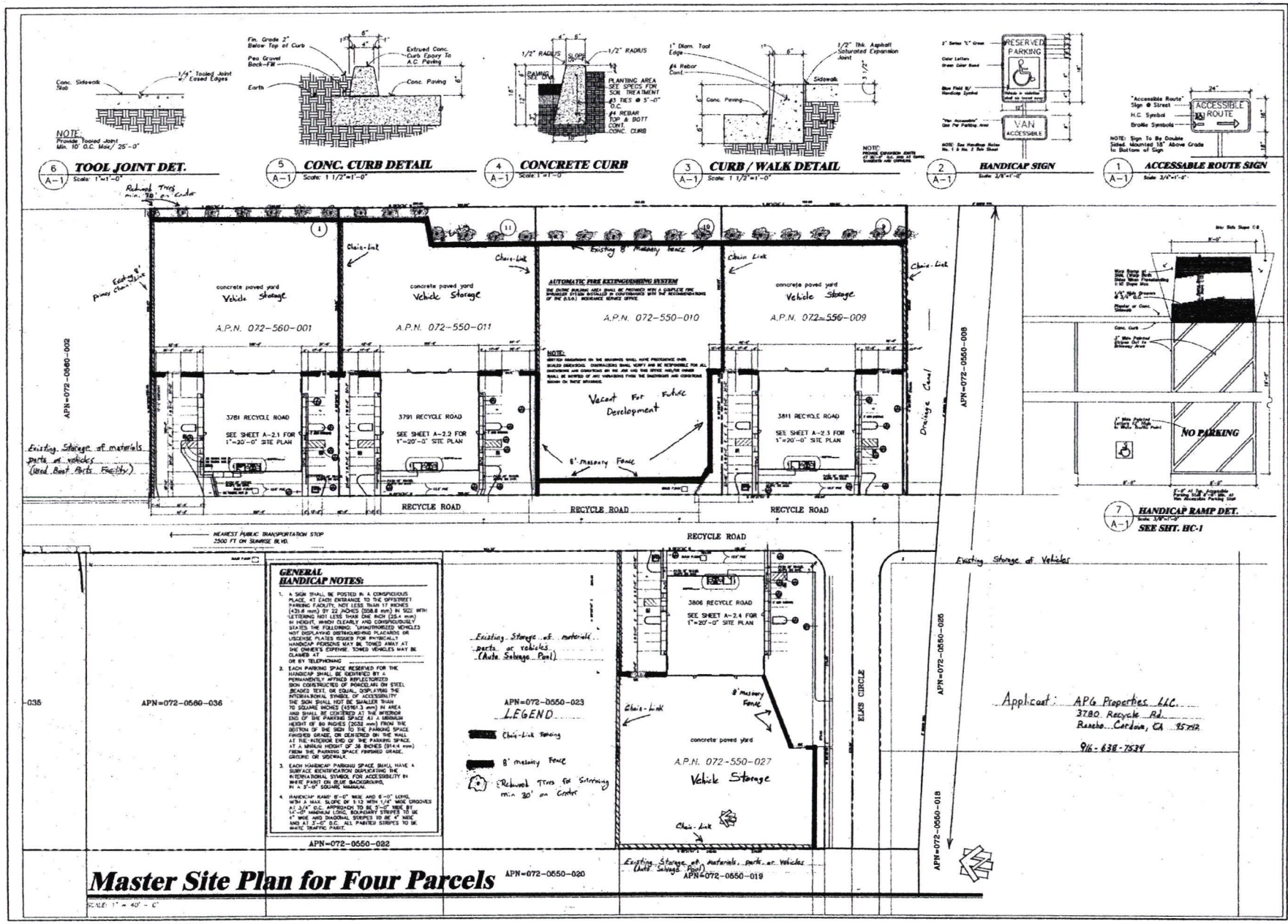
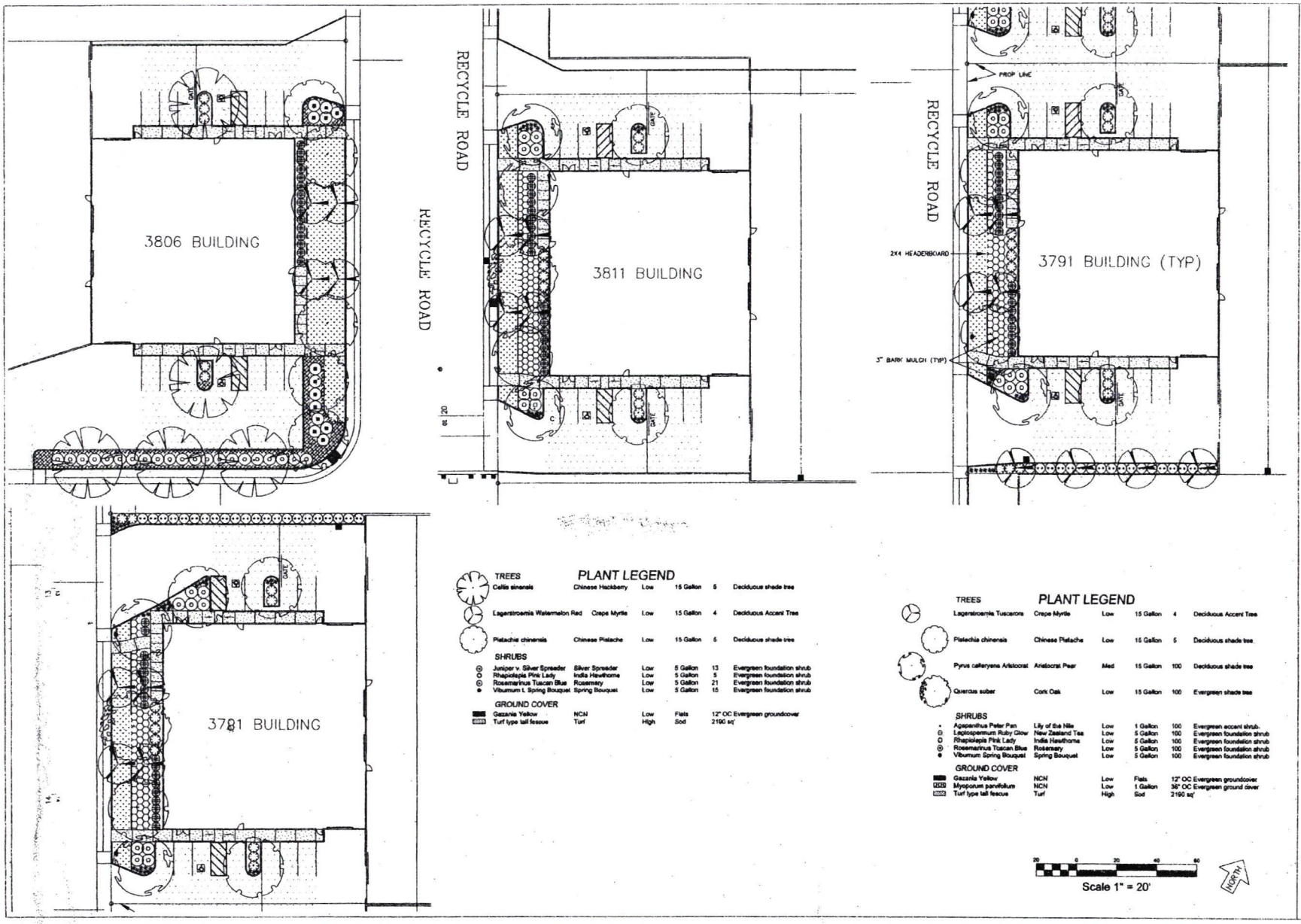
12/1/2004



Attachment 5



PLANT LEGEND

TREES						
Celtis sinensis	Chinese Hackberry	Low	15 Gallon	5	Deciduous shade tree
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree
SHRUBS						
Juniper v. Silver Spreader	Silver Spreader	Low	5 Gallon	13	Evergreen foundation shrub
Rhapidolepis Pink Lady	India Hawthorne	Low	5 Gallon	5	Evergreen foundation shrub
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	21	Evergreen foundation shrub
Viburnum t. Spring Bouquet	Spring Bouquet	Low	5 Gallon	15	Evergreen foundation shrub
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover
Turf type tall fescue	Turf	High	Sod	2190 sq'	

PLANT LEGEND

TREES						
Lagerstroemia Tuscarora	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree
Pyrus calleryana Aristocrat	Aristocrat Pear	Med	15 Gallon	100	Deciduous shade tree
Quercus suber	Cork Oak	Low	15 Gallon	100	Evergreen shade tree
SHRUBS						
Agapanthus Peter Pan	Lily of the Nile	Low	1 Gallon	100	Evergreen accent shrub.
Leptospermum Ruby Glow	New Zealand Tea	Low	5 Gallon	100	Evergreen foundation shrub
Rhapidolepis Pink Lady	India Hawthorne	Low	5 Gallon	100	Evergreen foundation shrub
Rosemarinus Tuscan Blue	Rosemary	Low	5 Gallon	100	Evergreen foundation shrub
Viburnum Spring Bouquet	Spring Bouquet	Low	5 Gallon	100	Evergreen foundation shrub
GROUND COVER						
Gazania Yellow	NCN	Low	Flats		12" OC Evergreen groundcover
Myoporum parvifolium	NCN	Low	1 Gallon		36" OC Evergreen ground cover
Turf type tall fescue	Turf	High	Sod	2190 sq'	

Scale 1" = 20'

NORTH

Landscape Visions, Inc.
Landscape Construction
11325 SUNRISE GOLD CIRCLE SUITE A
RANCHO CORDOVA, CA 95742
PHONE (916) 635-3494

RECYCLE ROAD 4 BLDS
3781, 3791, 3811
Recycle Road
Rancho Cordova, CA

DESIGN BUILD CONSULTANTS SIGNATURE

ERIC DEMMING, LANDSCAPE VISIONS, INC

DATE

REVISIONS △ / ISSUE ○ : DATE

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PRELIMINARY PLANTING PLAN

April 29, 2004

PL

G-J. **Consideration of the Conditional Use Permit for 3791, 3781, 3806 and 3811 RECYCLE ROAD– Project Nos. RC-04-127 thru RC-04-130:**

Request: Applicant is requesting a Conditional Use Permit to allow auto dismantling use in the South Sunrise Special Planning Area / M2 (Heavy Industrial) zone.
Project Applicant: Ken Philp, 9497 San Paulo Circle, Elk Grove, CA, 95642
Project Location: APN: 072-0550-011, 3791 Recycle Road.

Assistant Planner Kathleen Franklin presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127, RC-04-128, RC-04-129 and RC-04-130, subject to the Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Ken Philp, project Applicant.

The Commissioners had the following concerns and comments:

- Does the City foresee recycling on Sunrise Blvd. or will it be moved? There has been no decision made at this point, but there have been discussions.
- Will masonry walls be placed on property lines not adjacent to properties with auto recycling? Yes.
- How far out does the floodplain come out onto the property? 5 to 6 feet.

The Commissioners felt staff and the representative for the project adequately addressed the above concerns and comments.
Action:

Motion 1: Commissioner Burke moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to find the project is Categorically Exempt under Section 15332, In-Fill Development Projects of the California Environmental Quality Act Guidelines (CEQA).

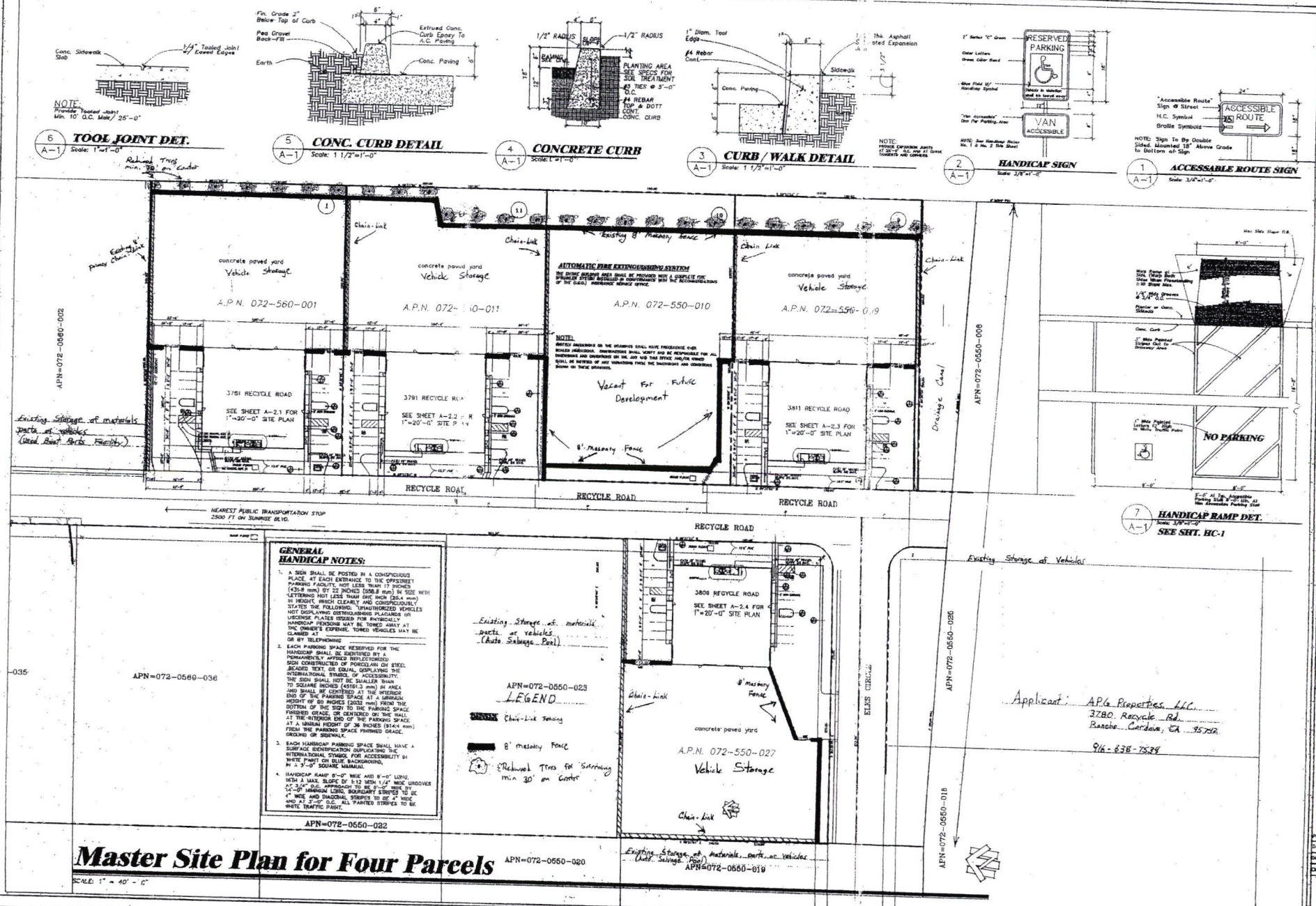
Motion 2: Vice Chair Vance moved, seconded by Commissioner Konarski, to recommend the Planning Commission adopt a resolution approving the Conditional Use Permit for Project Nos. RC-04-127 thru RC-04-130, subject to the Findings, Evidence, and Conditions of Approval.

Vote on the Motions:

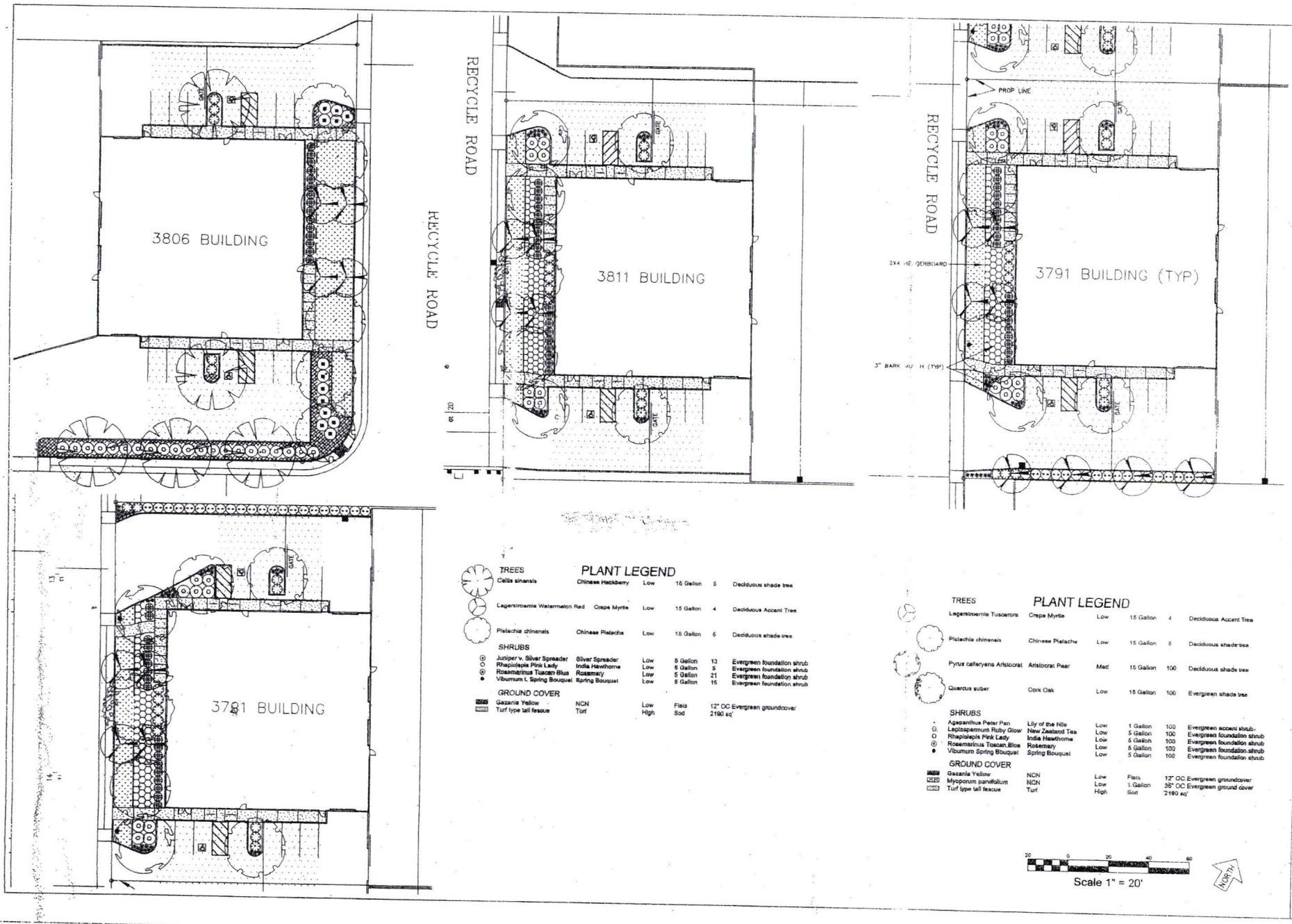
AYES: Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz

NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.



Attachment 4



PLANT LEGEND

TREES						
Cells sinensis	Chinese Hackberry	Low	16 Gallon	5	Deciduous shade tree	
Lagerstroemia Watermelon Red	Crepe Myrtle	Low	15 Gallon	4	Deciduous Accent Tree	
Pistachia chinensis	Chinese Pistache	Low	15 Gallon	5	Deciduous shade tree	
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PRELIMINARY PLANTING PLAN

April 29, 2004

PL

Boeing Company
Elks Cir
Elks Cir
Rancho Cordova, CA 95742

Hutnick Marsha L & William A Carroll & k
3427 California Ave

Carmichael, CA 95608

Spence Bob F & Corinne S
1165 Investment Blvd
Eldoradohills, CA 95762

Sacramento Viking & Ken Philp
3780 Recycle Rd Ste 1
Rancho Cordova, CA 95742

Elks Rancho Cordova Lodge
P.O. Box 204
Rancho Cordova, CA 95742

Cordova Enterprises
11450 Elks Cir
Rancho Cordova, CA 95742

Gooder Daniel L
11451 Elks Cir
Rancho Cordova , CA 95742

Clarksons California Properties
11426 Elks Cir
Rancho Cordova, CA 95742

United States of America
50 United Nations Plz
San Fransico, CA 94102

McDonald Properties
11460 Elks Cir
Rancho Cordova, CA 95742

Moore, Darin
3527 Recycle Rd
Rancho Cordova, CA 95742

M/M Dev
3527 Recycle Rd
Rancho Cordova, CA 95742

Jones Family Trust & Louise E Jones III & Rebecca S Jones
1601 Response Rd #160
Sacramento, CA 95815

Charles C Weisch Revocable Living Trust
2012 Empire Mine Cir
Gold River, CA 95670

Cordova Recreation & Park Dist
2197 Chase Dr
Rancho Cordova, CA 95670

MA Diep Kim
11492 Refinement Rd
Rancho Cordova, CA 95742

Ma Nag K & Van T M & Diep K & Loan
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Rancho Cordova, CA 95742

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Sacramento Viking, Philp, Moore, Glover, Rosenfeld
Dba: APG Properties, LLC
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Rancho Cordova, CA 95742

Folsom Cordova Unified School Dist
1091 Coloma St
Folsom, CA 95630

Donald E Strassburg Family Living Trust
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Rancho Cordova, CA 95742

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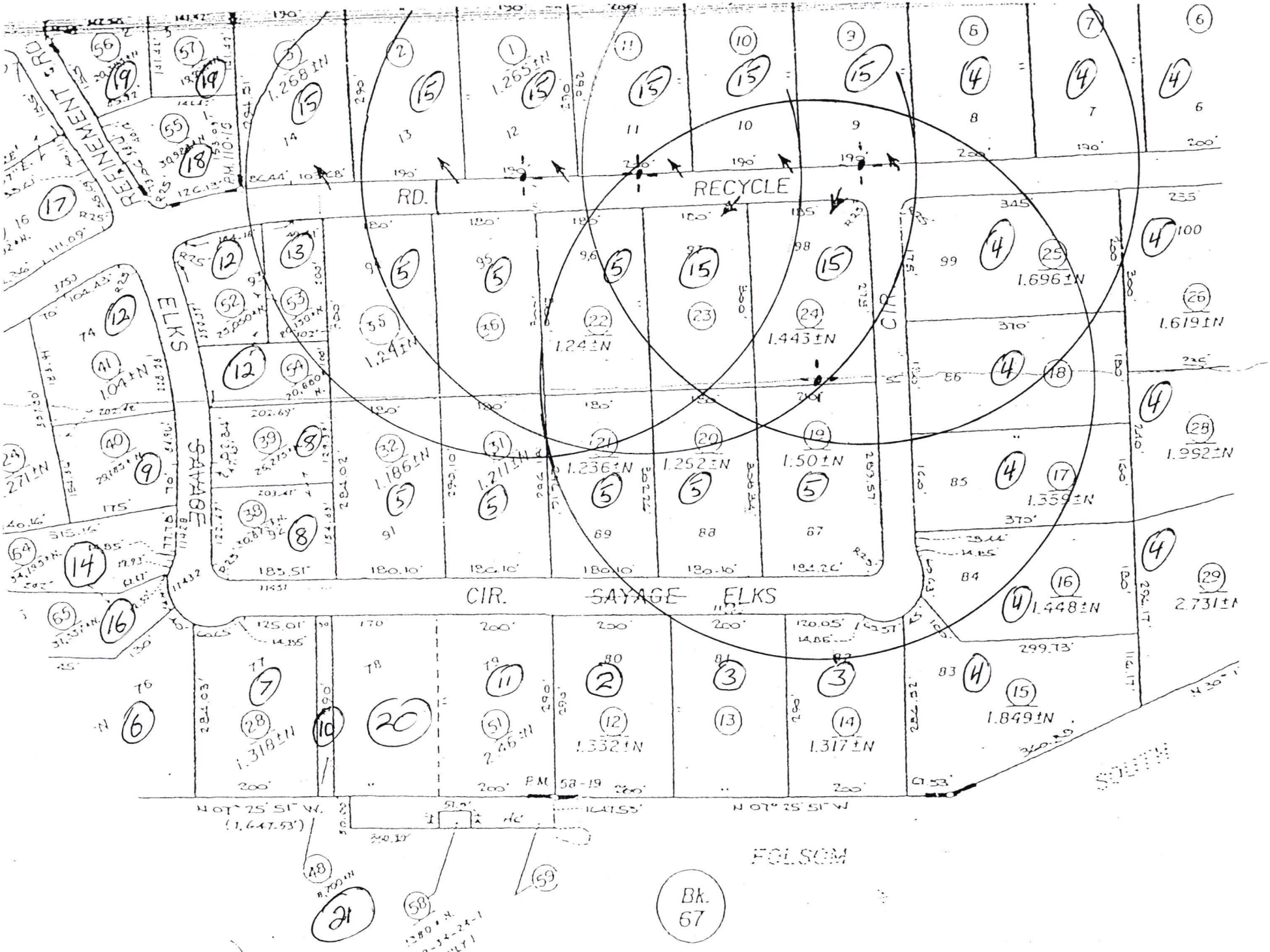
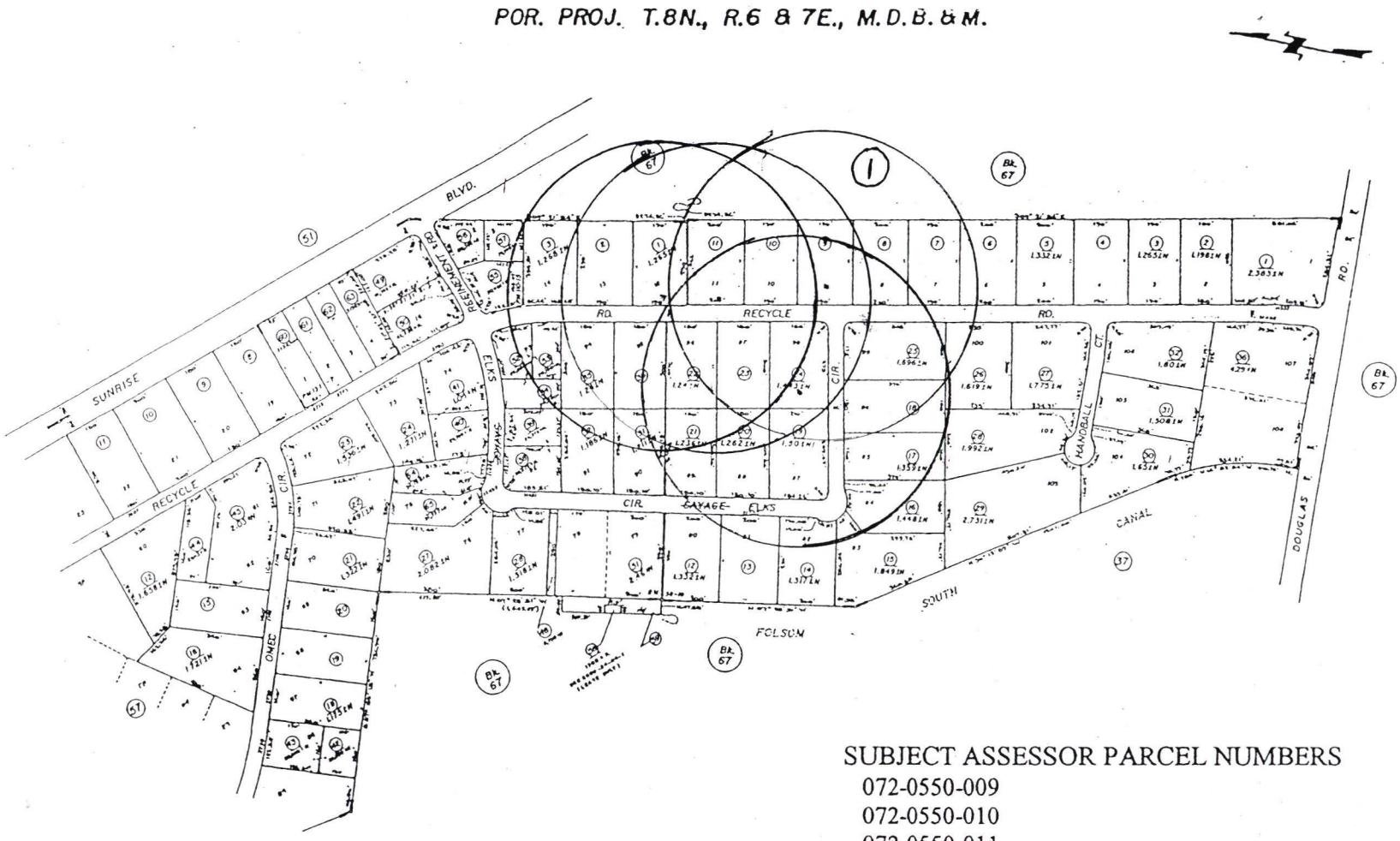
AVERY® Address Labels Laser 5960™



Parcel Map, Bk. 58 Pg. 19 '' '2-60'

Plat Map



SUBJECT ASSESSOR PARCEL NUMBERS

072-0550-009
072-0550-010
072-0550-011
072-0550-023
072-0550-024
072-0560-001
072-0560-002
072-0560-003

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: **KIMBERLY'S RESIDENTIAL CARE FACILITY CONDITIONAL USE PERMIT AND VARIANCE - APPEAL OF PLANNING COMMISSION'S DECISION OF DENIAL OF THE PROJECT RC-04-065**

RECOMMENDATION

Staff recommends the City Council find the Negative Declaration prepared for the project is adequate, according to the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 03-2005 approving a Conditional Use Permit to allow a care facility for 12 adults and a Variance to allow a reduction in the required parking for Project No. RC-04-065, subject to the findings and Conditions of Approval (Exhibit A).

BACKGROUND

The applicant has operated a six bed facility at this location since 1985. At that time the applicant held a contract with the County of Sacramento for six board and care residents. Mr. Tampus stated that in 1992 he created an opening between the duplex units and operated a "room and board" facility for an additional six residents. The six room and board residents were patients that no longer required care, but needed a place to live while looking for a job and/or living accommodations,. As this group of transitional residents found work and living accommodations elsewhere, they no longer had the need to reside within the facility.

In January, 2004 Mr. Tampus was informed by his insurance company that it could no longer provide insurance on the residential unit for the room and board, transitional residents. It was at this time that Mr. Tampus applied for the necessary licensing to operate a care facility for 12 board and care residents (See Attachments 6 and 7).

The Planning Commission reviewed the above mentioned project at its September 23, 2004 meeting (See Attachment 3). After extensive discussion, the project was continued to allow the applicant and the City's Police Department time to address the Police Departments areas of concern. One of the most troubling concerns was the number of calls for service from the existing residential care facility to Police Department. The Department felt that the number of calls was excessive and wanted time to work with the applicant to see if there were ways of limiting this number without jeopardizing the safety and well being of the residents.

AGENDA ITEM # 18

Staff from the Police, Fire, Building and Planning Departments have met with the applicant and worked together to solve the outstanding issues with the project. It was the intent of City staff to find a successful resolution that would accommodate the applicant's request for a Conditional Use Permit and meet the City's Zoning, Building, and Fire regulations and the concerns of the Police Department.

The Building, Police Department and Fire Departments performed inspections of the duplex. The Building Department determined the necessary Building Permits have been obtained and the residence is in compliance with the applicable Building Codes. The Fire Department determined the residence would require a fire sprinkler system before the additional six patients could be allowed to reside on site. The applicant has agreed to install the fire sprinkler system if/when the Conditional Use Permit is approved and has obtained a bid to accomplish this (See Attachment 4). Condition No. 16 has been reworded to ensure this is accomplished.

Police and Planning staff met on October 14, 2004 to discuss the Police Department's issues with the project. It was Planning staff's understanding the Police Department felt it would be able to resolve the problems with the number of calls for service. Sergeant Kobyashi requested a condition be placed on the project that would require review of the project in six months and thereafter on a yearly basis and this condition was added.

The Planning Commission reviewed the project again at its December 9, 2004 meeting (See Attachments 3 and 4). The Police Department indicated that they would be willing to work with the applicant to resolve the issues of the telephone calls for service the Police Department felt were unnecessary and were due, in the Police Department's view, to a lack of supervision on the part of the "care" staff. The Police Department stated that it did not have any opposition to the approval of the use permit with the willingness of the applicant to work with them and with the added condition that the project would be reviewed after six months and yearly thereafter.

The Planning Commission realized during its discussion that requiring the applicant to have two paid staff members on site at all times was not financially feasible. After discussion with the applicant and the Police Department it was agreed that this condition should be changed to read "two staff members" not "two paid staff members".

It was the understanding of Planning staff that with the added condition requiring review of the project, which included the caveat that the Conditional Use Permit could be revoked if the applicant was not meeting the requirements set forth in the approval, the project applicant had met the requests of the Police Department. Therefore, staff recommended approval of the project.

The merits and concerns of the project were discussed by the Commission. A motion was made for approval of the project. The motion failed by a 4-3 vote. A new motion was then made for denial of the Conditional Use Permit request and this motion was carried by a 6-1 vote.

Since the time of the Planning Commission Hearing additional public correspondence has been received (Attachments 11 and 12).

Attachment(s):

1. Resolution No. 03-2005 with Conditions of Approval (Exhibit A)
2. Planning Commission Minutes dated September 23, 2004
3. Planning Commission Staff Report dated December 9, 2004
4. Planning Commission Minutes dated December 9, 2004
5. Letter dated September 8, 2004 from Applicant
6. California State License
7. Copy of Applicant's contract with County of Sacramento
8. ACT Homes/ACT Program Descriptions
9. Bid for Automatic Fire Sprinkler System
10. Letter dated January 5, 2005 in support of the project
11. Letter dated December 4, 2005 in opposition to the project
12. Agency Comment Letters
13. Responsibility for Providing Care and Supervision Guidelines from Department of Social Services
14. 500 foot Radius Map and Mailing Labels
15. Floor and Site Plan

RESOLUTION # 03-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT AND A VARIANCE TO REQUIRED PARKING FOR KIMBELERLY'S RESIDENTIAL CARE FACILITY PROJECT # RC-04-065

WHEREAS, Mike Tampus (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow a residential care facility for 12 adults and a Variance to reduce the required parking by one space at 10512-10514 Mills Tower Drive (Assessor's Parcel Number 072-0151-022); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, a Negative Declaration was prepared for the project in accordance with Sections 15070 and 15071 of the California Environmental Quality Act (CEQA) and it was determined that the project would not have a significant effect on the environment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

1. CEQA

That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

a. Finding: The proposal will not have a significant adverse impact on the environment and a Negative Declaration has been prepared and completed in accordance with the California Environmental Quality Act (CEQA).

Evidence: An Initial Environmental Study was prepared for the proposed project. On the basis of the Negative Declaration, comments received, and the whole record, there is no substantial evidence that the project will have a significant adverse impact on the environment.

b. Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

Evidence: The proposed project is a request for a residential care facility in the RD-10 Zoning. Therefore, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

2. General Plan and Zoning Code

c. Finding: The proposed project is consistent with the goals and policies of the City Rancho Cordova General Plan and Zoning Code.

Evidence: The project conforms to the goals and policies of the Rancho Cordova General Plan and development standards in the Zoning Code. In addition, the project has been conditioned to ensure development occurs in compliance with all applicable requirements.

3. Conditional Use Permit

d. Finding: The establishment, maintenance and operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. (Zoning Code §110-30)

Evidence: The use of the facility as a residential care facility for 12 adults has been conditioned to ensure it will not cause problems within the residential neighborhood. The residents do not drive so there will be no additional traffic and there is adequate parking for the caretakers to park onsite. The residents are supervised at all times and the care facility is monitored by the County of Sacramento Department of Health and Human Services. In addition, the facility is licensed by the State of California Department of Social Services and must meet the criteria of that agency. Analysis by staff of the proposed project and the inclusion of Conditions of Approval would ensure there will be no negative impacts and the use would not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the surrounding neighborhood.

4. Variance

e. Finding: The applicant has shown that because of special circumstances peculiar to the subject property, including size, shape, topography, location, or surroundings; or because of the location of Heritage or Land Mark Trees as defined and regulated by Chapter 19.04 of the Sacramento County Code the strict application of the requirements of this Code would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.

Evidence: The lot frontage of the project site is only 59.6 feet and the structure is located at the minimum side yard set back. This does not allow enough width to permit the additional parking spaces in the rear yard. In addition, additional spaces would turn the entire front yard into a parking lot, which is not allowed per the Code. Therefore, there is a hardship placed on the

applicant with the parking requirement and the Zoning provision limiting the paved surface in the front yard area.

f. Finding: The grant of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and the zone in which the subject property is situated.

Evidence: Because of the lot size and the requested use, granting the Variance for one parking space would not constitute a grant of special privilege for this property. The additional required parking would not be necessary, if the Use Permit is no longer valid, and the property would maintain the required number of parking spaces for either a single family home or a duplex.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January, 2005.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR
CITY OF RANCHO CORDOVA CITY COUNCIL

ATTEST:

_____
LILLIAN HARE, CITY CLERK

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
1.	The Conditional Use Permit approved by this action is a residential care facility for 12 adults to be located at 10512-10514 Mills Tower Drive; APN 072-0151-022. This Use Permit is valid for the duration of the existing use, any significant change or expansion of the existing use will invalidate this Use Permit.	On-Going	Planning	
2.	The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning	
3.	Planning Department shall administratively review the operation for consistency of the conditions and any nuisance complaints by either Police or Fire, after the first six months from the date of project approval and every year thereafter. Planning Director shall determine if the matter warrants the Planning Commissions review for amendment or revocation of the Use Permit. If problems continue to occur, the City reserves the right to revoke the Use Permit.	Six months after project approval.	Planning	
4.	There shall be a minimum of two 2 staff members on site at all times.	On-Going	Police Department	
5.	Relative or other contact information for all residents shall be maintained within the facility and immediately accessible to staff and law enforcement personnel should a walkaway or other emergency occur. Exact information to be collected shall be coordinated with Police Department staff prior to occupancy	On-Going	Police Department	

6.	Entry to the buildings should be restricted to supervised entries only. Automatic door closers should be installed on entry/exit doors. Non-residents should log in and out of the facility.	On-Going	Police Department	
7.	Accessible sliding glass windows shall have the up and down play taken up to prevent lifting of the movable section to defeat the locking mechanism. Secondary locking devices are recommended on all accessible windows to not only provide a secondary window locking point but also provide the capability to lock the window slightly ajar for ventilation.	On-Going	Police Department	
8.	Lighting fixtures shall be regularly cleaned, maintained, and repaired. All exterior lighting shall be controlled by photocell rather than timers.	On-Going	Police Department	
9.	On-site staff shall institute a process of regularly walking the grounds to assure the facility is secure.	On-Going	Police Department	
10.	The tenant rooms should be equipped with panic alarm systems to notify staff of health and security problems. The alarm activation devices should be located for convenient use.	On-Going	Police Department	
11.	At least one drawer in each room should be equipped with a lock device to allow tenants to secure their valuables.	On-Going	Police Department	
12.	Walkaway Tenant Control 1) In order to better control walkaways from the facility, the applicant should consider installing: a. Time delay, alarmed, emergency exit doors, and b. A patient monitoring system similar to electronic article surveillance equipment.	On-Going	Police Department	

13.	An automatic fire sprinkler system shall be installed for entire home prior to the occupancy of the six additional residents.	Prior to Occupancy of the Six Additional Residence	Sacramento Metro Fire District	
14.	Provide a clear and legible site plan with the following information: • An explanation of the scope of the project. • Physical status of all clients. • Property lines and public street fronting the property. • Fencing, gates, gate hardware, and walkways. • All new and existing construction. • The size of all doors, interior and exterior, and door hardware. • Any exterior/interior stairs or ramps, or change in elevation. • Show the use of all rooms. • OPEN sleeping room windows, and measure the clear height and width **of window opening.** Measure sill height, from the floor to the top of the windowsill. (Must show on plans.) • Provide smoke detectors, fire alarms, and fire extinguisher locations. • For bedrooms used by non-ambulatory clients, the exiting requirements are restrictive. Please contact the Fire Department for the requirements. • Any garage conversions shall have approved building permits and fire department permits. • Smoke detectors are required in every sleeping room, and in the hallway or area leading to the sleeping rooms. Smoke detectors shall be interconnected.	Prior to Occupancy/ ***On-Going***	Sacramento Metro Fire District	

ADVISORY COMMENTS

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT

GENERAL COMMENTS:

1. Use

a. The Sheriff's Department prefers that this facility shall be permitted for the care and housing of senior adults or seniors with medical needs only. No drug or alcohol rehabilitation services shall be provided on-site, nor shall any residents with drug or alcohol addictions be permitted residence at this facility. Additionally, no residents with prior sex-related offenses, P.C. 290 registration requirements, or those on active parole or probation shall reside at this location.

b. Should the applicant request a change in the classification of tenants to be housed at this location, a new Conditional Use Permit shall be required.

2. General Building Security and Safety Conditions

a. Landscaping

i. Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along fence and property lines and under vulnerable windows.

b. Fencing

i. Should any fence or confinement device be constructed on the front yard and driveway areas of the property, it shall be constructed of vertical wrought iron or similar material only. No solid surface material or chain link fencing shall be permitted.

c. Building Security

i. Doors

a. Entry and exit doors not equipped with panic hardware shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock* with minimum throw of one (1) inch.

b. Doors with glass panels and doors with glass panels adjacent to the doorframe shall be secured with burglary-resistant glazing** or the equivalent.

c. Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long steel astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

d. Sliding glass doors

i. Single sliding glass doors shall have the movable section of the door adjusted in such a manner that the up and down play is taken up to prevent lifting with a pry tool to defeat the locking mechanism.
   a. Secondary dead locks shall be installed on all single sliding glass doors.

ii. Any single or pair of doors requiring locking at the bottom or top rail shall have locks with a minimum of one throw bolt at both the top and bottom rails.

iii. Overhead garage doors shall be so secured on the on inside that the lock cannot be defeated from the outside and shall also have automatic door openers.

iv. Outside hinges on all exterior doors shall be provided with non-removable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

v. Front and rear entry doors shall be equipped with minimum 180-degree viewers.

vi. The laundry room door and all storage room doors shall be equipped with deadbolt locks with at least a 1 inch throw.

e. Windows

i. Such windows that are capable of being opened shall be secured on the inside with a locking devise capable of withstanding a force of three hundred- (300) lbs. Applied in any direction.

ii. Sliding glass windows shall have the vertical play taken up to prevent lifting of the movable section to defeat the locking mechanism.

iii. The sliding portion of a sliding glass window shall be on the inside track.

f. Lighting

i. Parking areas, garages, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to the building shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers.

ii. All exterior doors shall be provided with their own light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

iii. Exterior door, perimeter, and garage lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting.

iv. Prior to issuance of a building permit, the applicant shall submit a lighting plan to be reviewed and approved by the Police Department.

g. Numbering of Buildings

i. The address number of every building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four inches in height and of a color contrasting with the background.

you can add a second attached or detached living unit that would allow for a kitchen.

- Do the owners have an opportunity to choose what type of design to have on their garage door or are the homes pre-plotted with a design? The lots are pre-plotted and the owner does not have a choice.
- What is the average lot size? 65'x117'.

The Commissioners felt staff and applicant adequately addressed the above concerns and comments.

Action:

Motion 1: Vice Chair Vance moved, seconded by Commissioner Konarski to recommend the Planning Commission forward a recommendation to the City Council to find the Mitigated Negative Declaration for Anatolia I, Village 4 is adequate for the environmental review, under the California Environmental Quality Act Guidelines (CEQA) for Project No. RC-04-080.

Motion 2: Vice Chair Vance moved, seconded by Commissioner Burke to recommend the Planning Commission forward a recommendation to the City Council to adopt a resolution approving the Design Review for Project No. RC-04-080, subject to the findings and evidence included in the staff report, as submitted in the design package and Conditions of Approval.

Vote on the Motions:

AYES:	Burke, Konarski, Savorn, Smith, Vance
NOES:	None
ABSENT:	Moe, Wentz

There being 5 Ayes, 0 Noes and 2 Absent, the motions are hereby declared to be passed.

C. **Consideration of the Conditional Use Permit and Variance for KIMBERLY'S RESIDENTIAL CARE HOME – Project No. RC-04-065:**

Assistant Planner, Kathleen Franklin presented the staff report and recommended the Planning Commission review the project in its entirety and make a determination to approve or deny the request based on the overall merits of the project for Project No. RC-04-065, subject to the Findings and Evidence in the staff report. Chair Smith opened the public hearing and took testimony from Mike Tampus and Kimberly Tampus, project applicants.

The Commissioners had the following concerns and comments:

- Is the applicant asking for 6 more residents from the County? Yes, the applicant has a contract for 6 more residents from the County to expand the program.
- There will be 14 people living in the house including two staff members? Yes.
- How many restroom facilities are there? Two.
- Are all the residents mental health patients? Yes. Is the applicant licensed for drug or alcohol patients? No.
- Are there any health requirements for homes? No. Are there any requirements for care facilities with the Department of Health? No, the code does not require "X" number of bathrooms for "Y" number of people.
- Does the City have a social obligation that this type of facility should provide good health, care and sanitation, for people with mental or physical challenges? The State licenses the facility as well as observes the facility to ensure that any health regulations are being met by staff.
- Has the applicant ever experienced problems with a need for more than two restrooms within the facility? No.
- Commissioner Konarski is concerned about the effects mental health patients have on the neighbors and the patients as well being vulnerable. The Commissioner has asked the applicant to speak on this issue. The applicant replies by saying that the some of the patients do have problems and when staff is in need of help they call 911.
- Have there been any issues with other people in the neighborhood taking advantage of the patients? Yes, some patients do have problems, but they will eventually be transferred to another facility.
- Will there be other opportunities for your patients to have a place to live if the Conditional Use Permit was not approved? Yes, they will have a place to live, but there are so many homes that aren't as good as ours and that's why some patients have stayed at our home for so long.
- What is the rating on the house? It's a lower level rating because it's a mental health adult residential.
- One of the comments in the Police Department letter states that the housing of mentally ill patients within a residential area is not recommended. Is it ever recommended or would the police department oppose any mentally ill facility in a residential area in Rancho Cordova? The police department would not oppose these types of facilities just on a general basis; however, there is a standard clause in the letter that does.
- Can a condition be included that some additional training from the police department be added to rectify the problems coming from the facility? The use can be revoked if continual problems do occur and an annual review of the use permit can be included within the Conditions of Approval.

- Was the negative comment staff received from a resident? Yes, the resident did indicate that he did not want this type of facility in the area; however, he did not indicate that it has been a problem or a concern of having the facility in the area.
- Are there any types of training within the police department that can go to the facilitators and train the individual residents on the importance of law enforcement? There are law enforcement trainings, but not specifically for mental health care facilities. It would not be unusual for the police department to be able to visit the facility for some general training tailored to the individual issues of the facility.
- Do your patients have case managers with the County? Yes. Is it appropriate for the patients to call their case managers if they have problems instead of the police department? If a patient needs to be taken with force, it is required to contact the patient's case manager.
- Did staff ever call for help or is it the residents making the decision to call? It may be a situation where staff is calling and the patient is calling so the calls may be doubling-up if that is the case.

The Commissioners felt staff and applicant adequately addressed the above concerns and comments.

Action:

Motion: Vice Chair Vance moved, seconded by Commissioner Konarski to recommend the Planning Commission continue the project for 1 month to a date certain of the October 28, 2004 regular Planning Commission meeting.

Vote on the Motions:

AYES:	Burke, Konarski, Savorn, Smith, Vance
NOES:	None
ABSENT:	Moe, Wentz

There being 5 Ayes, 0 Noes and 2 Absent, the motions are hereby declared to be passed.

D. **Consideration of the Design Review for CORDOVA CITY CENTER – Project No. RC-04-102:**

Principal Planner, Bill Campbell presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to adopt a resolution approving Design Review package for Cordova City Center for Project No. RC-04-102, subject to the Findings, Design Package and Conditions of Approval. Chair Smith opened the public hearing and took testimony from David Mogovera and Renner Johnson, project applicant and Sam Fong, Project Owner.

Attachment 3

Memorandum

Date: December 9, 2004

To: Planning Commission

From: Kathleen Franklin, Assistant Planner

Subject: Kimberly's Residential Home Care RC-04-065 CUP

The Planning Commission reviewed the above mentioned project at its September 23, 2004 meeting. The project was continued, in part, to allow the applicant and the City's Police Department to address the issue of the number of calls for service to the existing residential care facility.

Staff from the Police, Fire, Building and Planning Departments have met with the applicant and have worked together to solve the outstanding issues with the project. It was the intent of City staff to find a successful resolution that would accommodate the applicant's request for a Conditional Use Permit and meet the City's Zoning, Building, and Fire regulations and the concerns of the Police Department.

The Building and Fire Departments have performed inspections of the duplex. The Building Department has determined the necessary Building Permits have been obtained and the residence is in compliance with the applicable Building Codes. The Fire Department determined the residence would require a fire sprinkler system before the additional six (6) patients could be allowed to reside on site. The six additional residents have been placed in other facilities at this time. The applicant has agreed to install the fire sprinkler system if/when the Conditional Use Permit is approved. Condition No. 16 has been reworded to ensure this is accomplished.

Police and Planning staff met on October 14, 2004 to discuss the Police Department's issues with the project. It was Planning staff's understanding the Police Department felt it would be able to resolve the problems with the number of calls for service; however, they may have additional comments for the Commission at the December 9, 2004 meeting. Sergeant Kobyashi requested a condition be placed on the project that would require review of the project in six months and thereafter on a yearly basis. Condition No. 3 will accommodate this request.

Attachments:

1. Planning Commission Staff Report dated September 23, 2004.
2. Revised Conditions of Approval

Planning Commission Staff Report

Date: September 23, 2004
Project: Kimberly's Residential Care Home Conditional Use Permit and Variance.
File: RC-04-065
Request: A public hearing to consider a Conditional Use Permit to allow the increase in capacity of a licensed residential care home for adults from 6 beds to 12 beds and a Variance to the required parking.
Location: 10512-10514 Mills Tower Drive
APN: 072-0151-022
Planner: Kathleen Franklin, Assistant Planner

OWNER:	APPLICANT:
Mike Tampus 2218 Bucks Creek Court Gold River, CA 95670	Mike Tampus 2218 Bucks Creek Court Gold River, CA 95670

Staff Recommendation

The Planning Commission should review the project in its entirety and make a determination based on the information provided and the overall merits of the project, and either approve or deny the request.

Background

The Planning Commission should be aware that the applicant has operated a six bed facility at this location since 1985. The applicant indicated that in 1992 he created an opening between the duplex and operated a "room and board" facility for an additional six residents. Mr. Tampus currently contracts with the County of Sacramento for six of the residents within his facility and a copy of the contract is attached to this report. The remaining 6 residents are patients that no longer require care and are looking for a job and/or living accommodations, but require a place to live during this transitional period. As this group of patients finds work and living accommodations elsewhere, they no longer have the need to reside within the facility.



FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Low Density Residential	RD-10	Duplex
North	Low Density Residential	RD-20	Multi-Family
East	Low Density Residential	RD-10	Duplex
South	Low Density Residential	RD-5	Single-Family
West	Low Density Residential	RD-10	Duplex

Analysis:

The applicant is proposing to increase the number of adults in a licensed care facility from 6 to 12. Zoning Code Section 201-02(A)(30) requires a Conditional Use Permit to operate a care facility for more than 6 adults. The City of Rancho Cordova Zoning Code Section 201-02(A)(30) allows a residential care home for six (6) or fewer adults outright. Staff has spoken to the Department of Social Services and has been informed that the applicant has met all State of California requirements for caring for twelve adults at this facility and has been issued a license to operate and maintain an "Adult Residential" facility. (Attachment 5)

The original facility was a duplex that the applicant has modified to provide a connection between the two duplex units. The modification has created one large dwelling unit with six bedrooms, two baths, one kitchen, one dining area and one laundry room. Therefore the structure has been converted into a single residential unit.

To grant a conditional use permit, "the appropriate authority shall find that the establishment, maintenance or operation of the use, building, or structure applied for will not under the circumstances of the particular case be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City."

Staff reviewed the request, as it related to parking, and it was determined the project did not comply with the standards of the Zoning Code. The applicant has requested a Variance to reduce the number of parking spaces from the required 5 spaces to 4. The Variance request is discussed in further detail below.

Rancho Cordova Police Department Comments

The Sheriff's Department is not in support of this project. Comments received from the Sheriff's Department stated in part: "The housing of mentally ill patients within a residential neighborhood is not recommended. This project would likely negatively impact the surrounding neighborhood, and introduce varying problems. Please note that we are only in opposition based on the patients to be housed within this facility. Should the applicant decide to house other patients or residents, the Sheriff's Department will reconsider this position."

Additionally, the Police Department reports a total of twelve calls for service in the last six months. The type of calls were disturbing the peace, mental evaluations, a missing adult, and misdemeanor assault.

Sacramento Metropolitan Fire District Comments

The Sacramento Metropolitan Fire District (SMFD) submitted comments based on its understanding that the duplex had not yet been converted into one living space and there were a total of six occupants in the duplex at this time.
The SMFD comments included in part:

- Provide automatic Fire Sprinkler system

- Provide a clear and legible site plan
- Any garage conversions shall have approved building permits and fire department permits
- Smoke detectors are required in every sleeping room, in the hallway or area leading to the sleeping rooms and shall be interconnected.

The applicant will work with the SMFD to determine if all of the requested conditions are met.

A Variance from the terms of the Zoning Code may be granted when the appropriate authority finds that:

(a) The applicant has shown that because of special circumstances peculiar to the subject property, including size, shape, topography, location, or surroundings; or because of the location of Heritage or Land Mark Trees as defined and regulated by Chapter 19.04 of the Sacramento County Code the strict application of the requirements of this Code would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.

(b) The grant of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated.

Per Zoning Code Sections 330.61 and 330.62, the proposed facility would require a total of 5 parking spaces. A single family residence requires 2 parking spaces and a residential care home facility providing care for 6 or more adults must provide 1.5 parking spaces for every six adults receiving care in the home. These requirements would make it necessary to provide a total of 5 parking spaces on site. There are only 4 parking spaces available on the site; therefore the applicant is unable to achieve the required standards of the Zoning Code.

The applicant is asking the Planning Commission to consider a Variance to reduce the required parking by one parking space. He has stated that none of the residents drive and the 4 parking spaces would be adequate for staff and an occasional visitor.

It is staff's opinion the lot frontage is only 59.6 feet; although there is enough width to the lot for an additional space, it would turn the entire front yard into a parking lot, which is not allowed by the Code. There is not enough side yard clearance to permit parking in the rear of the structure. Therefore, there is a hardship placed on the applicant with the parking requirement and the Commission could make the finding for the Variance, based on the above. It follows that because of the lot width, the minor reduction in the parking and the requested use, this would not constitute a grant of special privilege for this property.

Public Comment

On August 27, 2004 a public hearing notice was published in the *Grapevine* Newspaper and notices were mailed to all the property owners within 500 feet of the subject site. At time of preparation of the staff report, one comment had been received from an adjacent neighbor protesting the issuance of the Use Permit.

Environmental Analysis:

A Negative Declaration was prepared for the project which determined that the project would not have a significant effect on the environment (Attachment 3). A 20 day public review period commenced on August 20, 2004 and continued until September 20, 2004 for interested individuals and public agencies to submit written comments on the document. One comment was received on the document.

Financial Implications To City:

There are no significant cost implications to the City for this development.

Conclusion:

The applicant has stated he has been operating this business at this address since 1985. There have been numerous calls for service by the Sheriffs Department and the City has received one letter of opposition. There is documentation that the State certifying agency has found the operation in compliance with their regulations. Staff is recommending the Commission review all the submitted evidence pro and con and make a decision on the requested Conditional Use Permit and Variance.

Recommended Motions:

Motion to **deny** requested Conditional Use Permit:

1. "I move the Planning Commission deny Resolution No. 13-2004 requesting a Conditional Use Permit for Project No. RC-04-065, to allow a residential care facility to be located at 10512-10517 Mills Tower Drive based on the findings contained in the Resolution and the September 23, 2004 staff report."

Motions to **approve** requested Conditional Use Permit:

2. "I move the Planning Commission find the Negative Declaration prepared for the project is adequate in addressing the impacts of the project and that the project would not have a significant effect on the environment.

3. "I move the City Council adopt Resolution No. 13-2004 approving a Conditional Use Permit and a Variance for Project No. RC-04-065, to allow a residential care facility for 12 adults and a reduction of one required parking space, to be located at

10512-10514 Mills Tower Drive, based on the findings contained in the Resolution and the September 23, 2004 staff report."

Attachments:

1. Resolution No. 13-004 **denying** the Conditional Use Permit.
2. Resolution No. 13-004 **approving** the Conditional Use Permit and Variance for the reduction of on site parking, with attached Site Plan (Exhibit A) and Conditions of Approval (Exhibit B)
3. Negative Declaration
4. Letter dated September 8, 2004 from Applicant
5. California State License
6. Copy of Applicants contract with the County of Sacramento
7. ACT Homes/ACT Program Descriptions
8. Agency Comment Letters
9. Protest letter from Victor Deacon
10. Floor and Site Plan

RESOLUTION # 13-2004

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RANCHO CORDOVA DENYING A CONDITIONAL USE PERMIT FOR KIMBERELY'S RESIDENTIAL CARE FACILITY PROJECT # RC-04-065

WHEREAS, Mike Tampus (hereinafter referred to as Applicants) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow a residential care facility for 12 adults to be located at 10512-10514 Mills Tower Drive (Assessor's Parcel Number 072-0151-022); and

WHEREAS, the Planning Commission is the appropriate authority to hear and take action on this project; and

WHEREAS, a Negative Declaration was prepared for the project in accordance with Sections 15070 and 15071 of the California Environmental Quality Act (CEQA) and it was determined that the project would not have a significant effect on the environment.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

1. CEQA

That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

a. Finding: The proposal will not have a significant adverse impact on the environment and a Negative Declaration has been prepared and completed in accordance with the California Environmental Quality Act (CEQA).

Evidence: An Initial Environmental Study was prepared for the proposed project. On the basis of the Negative Declaration, comments received, and the whole record, there is no substantial evidence that the project will have a significant adverse impact on the environment.

b. Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

Evidence: The proposed project is a request for a residential care facility in the RD-10 Zoning. Therefore, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

RESOLUTION # 13-2004

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RANCHO CORDOVA APPROVING A CONDITIONAL USE PERMIT AND A VARIANCE TO REQUIRED PARKING FOR KIMBELERLY'S RESIDENTIAL CARE FACILITY PROJECT # RC-04-065

WHEREAS, Mike Tampus (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Conditional Use Permit to allow a residential care facility for 12 adults and a Variance to reduce the required parking by one space at 10512-10514 Mills Tower Drive (Assessor's Parcel Number 072-0151-022); and

WHEREAS, the Planning Commission is the appropriate authority to hear and take action on this project; and

WHEREAS, a Negative Declaration was prepared for the project in accordance with Sections 15070 and 15071 of the California Environmental Quality Act (CEQA) and it was determined that the project would not have a significant effect on the environment.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

1. CEQA

That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

a. Finding: The proposal will not have a significant adverse impact on the environment and a Negative Declaration has been prepared and completed in accordance with the California Environmental Quality Act (CEQA).

Evidence: An Initial Environmental Study was prepared for the proposed project. On the basis of the Negative Declaration, comments received, and the whole record, there is no substantial evidence that the project will have a significant adverse impact on the environment.

b. Finding: The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

Evidence: The proposed project is a request for a residential care facility in the RD-10 Zoning. Therefore, the proposed project involves no potential for any adverse effect, either individually or cumulatively on wildlife resources.

applicant with the parking requirement and the Zoning provision limiting the paved surface in the front yard area.

f. Finding: The grant of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and the zone in which the subject property is situated.

Evidence: Because of the lot size and the requested use, granting the Variance for one parking space would not constitute a grant of special privilege for this property. The additional required parking would not be necessary, if the Use Permit is no longer valid, and the property would maintain the required number of parking spaces for either a single family home or a duplex.

PASSED AND ADOPTED by the Planning Commission of the City of Rancho Cordova on the 23rd day of September 2004.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____

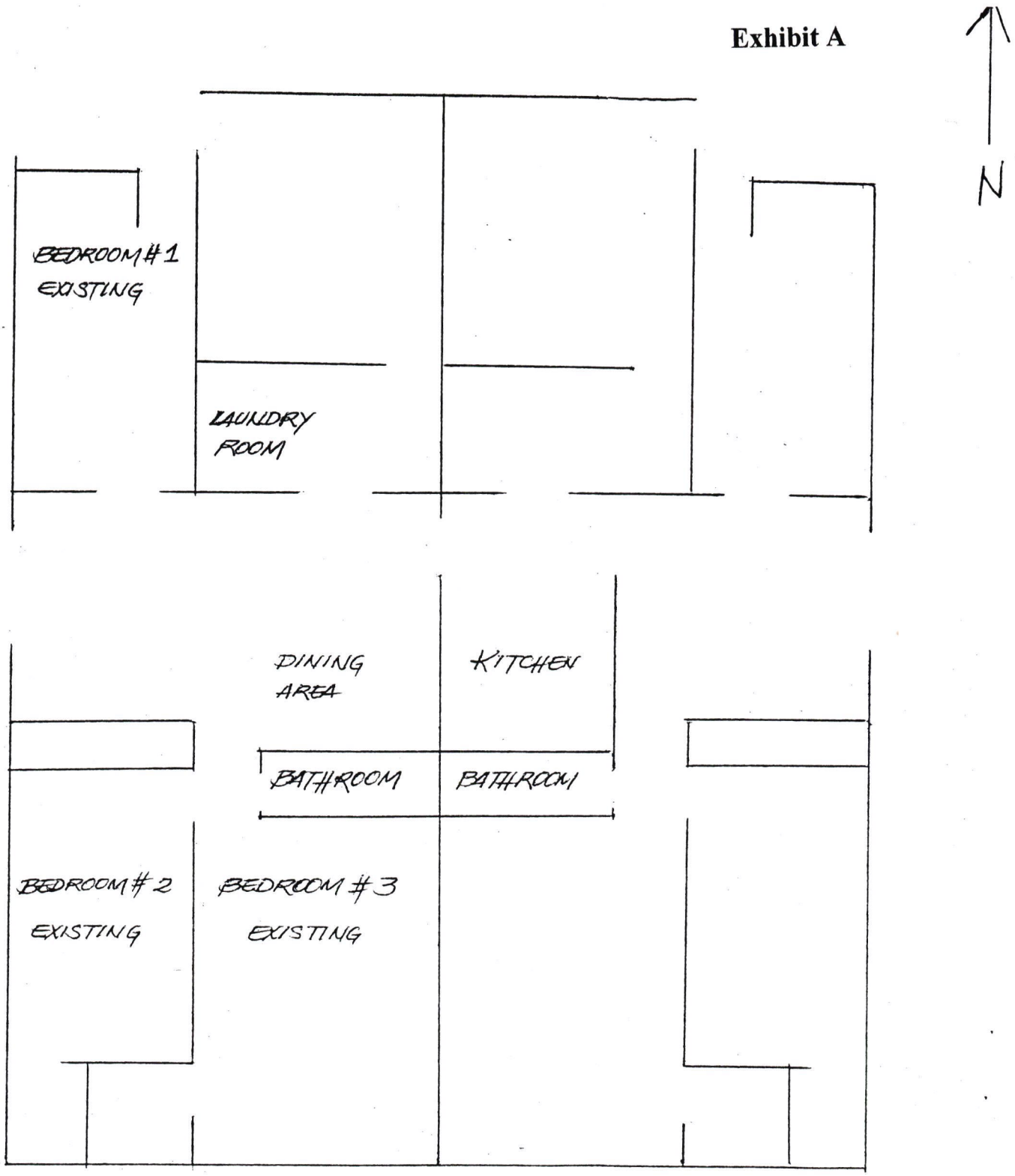
ART SMITH, PLANNING COMMISSION CHAIR
CITY OF RANCHO CORDOVA

ATTEST:

_____

BRENDA LEHR, PLANNING COMMISSION CLERK

Exhibit A



FLOOR PLAN

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA, CA 95670
PHONE (916) 362-4473

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
1.	The Conditional Use Permit approved by this action is a residential care facility for 12 adults to be located at 10512-10514 Mills Tower Drive; APN 072-0151-022. This Use Permit is valid for the duration of the existing use, any significant change or expansion of the existing use will invalidate this Use Permit.	On-Going	Planning	
2.	The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning	
3.	Planning Department shall administratively review the operation for consistency of the conditions and any nuisance complaints by either Police or Fire, after the first six months from the date of project approval and every year thereafter. Planning Director shall determine if the matter warrants the Planning Commissions review for amendment or revocation of the Use Permit.	Six months after project approval.	Planning	
4.	There shall be a minimum of two (2) paid staff members on site at all times.	On-Going	Police Department	
5.	Relative or other contact information for all residents shall be maintained within the facility and immediately accessible to staff and law enforcement personnel should a walkaway or other emergency occur.	On-Going	Police Department	

	than timers.			
12.	On-site staff should institute a process of regularly walking the grounds to assure the facility is secure. The use of assigned regular tenant patrols for the same purpose is highly encouraged. Persons assigned to this responsibility should not be hesitant to question persons they do not recognize and report the presence of unusual persons to staff.	Prior to Occupancy	Police Department	
13.	The tenant rooms should be equipped with panic alarm systems to notify staff of health and security problems. The alarm activation devices should be located for convenient use.	Prior to Occupancy	Police Department	
14.	At least one drawer in each room should be equipped with a lock devise to allow tenants to secure their valuables.	Prior to Occupancy	Police Department	
15.	Walkaway Tenant Control 1) In order to better control walkaways from the facility, the applicant should consider installing: a. Time delay, alarmed, emergency exit doors, and b. A patient monitoring system similar to electronic article surveillance equipment.	Prior to Occupancy	Police Department	
16.	Provide an automatic fire sprinkler system for entire home.	Prior to Occupancy	Sacramento Metro Fire District	
17.	Provide a clear and legible site plan with the following information: • An explanation of the scope of the project. • Physical status of all clients. • Property lines and public street fronting the property. • Fencing, gates, gate hardware, and walkways.	Prior to Occupancy	Sacramento Metro Fire District	

ADVISORY COMMENTS

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT

GENERAL COMMENTS:

1. Use

a. The Sheriff's Department is not in support of this project. The housing of mentally ill patients within a residential neighborhood is not recommended. This project would likely negatively impact the surrounding neighborhood, and introduce varying problems. Please note that we are only in opposition based on the patients to be housed within this facility. Should the applicant decide to house other patients or residents, the Sheriff's Department will reconsider this position.

b. The Sheriff's Department prefers that this facility shall be permitted for the care and housing of senior adults or seniors with medical needs only. No drug or alcohol rehabilitation services shall be provided on-site, nor shall any residents with drug or alcohol addictions be permitted residence at this facility. Additionally, no residents with prior sex-related offenses, P.C. 290 registration requirements, or those on active parole or probation shall reside at this location.

c. Should the applicant request a change in the classification of tenants to be housed at this location, a new Conditional Use Permit shall be required.

2. General Building Security and Safety Conditions

a. Landscaping

i. Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along fence and property lines and under vulnerable windows.

iii. Overhead garage doors shall be so secured on the on inside that the lock cannot be defeated from the outside and shall also have automatic door openers.

iv. Outside hinges on all exterior doors shall be provided with non-removable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

v. Front and rear entry doors shall be equipped with minimum 180-degree viewers.

vi. The laundry room door and all storage room doors shall be equipped with deadbolt locks with at least a 1 inch throw.

e. Windows

i. Such windows that are capable of being opened shall be secured on the inside with a locking devise capable of withstanding a force of three hundred- (300) lbs. Applied in any direction.

ii. Sliding glass windows shall have the vertical play taken up to prevent lifting of the movable section to defeat the locking mechanism.

iii. The sliding portion of a sliding glass window shall be on the inside track.

f. Lighting

i. Parking areas, garages, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to the building shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers.

ii. All exterior doors shall be provided with their own light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

3121 Gold Canal Drive
Rancho Cordova, CA 95670
(916) 942-0222
Fax (916) 853-1691
www.cityofranchocordova.org

Attachment 3

NOTICE OF INTENT TO ADOPT
A NEGATIVE DECLARATION/INITIAL STUDY FOR
KIMBERLY'S RESIDENTIAL CARE HOME CONDITIONAL USE PERMIT, PROJECT #RC-04-065

AUGUST 20, 2004

LEAD AGENCY: City of Rancho Cordova Planning Department
Kathleen Franklin, 916-942-0279
3121 Gold Canal Drive
Rancho Cordova, CA 95670

PROJECT TITLE: **Kimberly's Residential Care Home Conditional Use Permit,** Project #RC-03-065

PROJECT LOCATION: APN 072-0151-022 - Located at 10512 – 10514 Mills Tower Drive.

PROJECT DESCRIPTION: The applicant proposes increase the capacity of a licensed residential care home for adults from 6 beds to 12 beds.

FINDINGS/DETERMINATION: The City has reviewed and considered the proposed project and has determined that the project will not have a significant effect on the environment, with substantial supporting evidence provided in the Initial Study. The City hereby prepares and proposes to adopt a **Negative Declaration** for this project.

PUBLIC REVIEW PERIOD: A 20 day public review period for the Negative Declaration/Initial Study will commence on **August 20, 2004 until September 20, 2004** for interested individuals and public agencies to submit written comments on the document. Any written comments on the Negative Declaration/Initial Study must be received at the above address within the public review period. Copies of the Mitigated Negative Declaration/Initial Study are available for review at the above address.

PUBLIC MEETING: This project has been tentatively scheduled before the City of Rancho Cordova Planning Commission on September 9, 2004.

8. **Description of the Project:**
The applicant is requesting a Conditional Use Permit to increase the number of residents at an existing residential adult care facility from six to twelve adults.

9. **Surrounding Land Uses and Setting:**

Site Location	General Plan	Zoning Designation	Land Use
Project Site	LDR	RD-10	Duplex
North	MDR	RD-30	Multi-Family Residential
East	LDR	RD-10	Single-Family Residential
South	LDR	RD-10	Single-Family Residential
West	LDR	RD-10	Single-Family Residential

10. **Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement).**
None

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

DETERMINATION

(To be completed by the Lead Agency)

On the basis on this initial evaluation:

☒ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

☐ I find that although the proposed project could have significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described on an attached sheet have been added to the project. A NEGATIVE DECLARATION will be prepared.

☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

☐ I find that the proposed project MAY have a significant effect(s) on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets, if the effect is a "potentially significant impact" or "potentially significant unless mitigated." An ENVIRONMENTAL IMPACT REPORT is required, but must analyze only the effect that remains to be addressed.

☐ I find that, although the proposed project could have a significant effect on the environment, there will NOT be a significant effect in this case because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

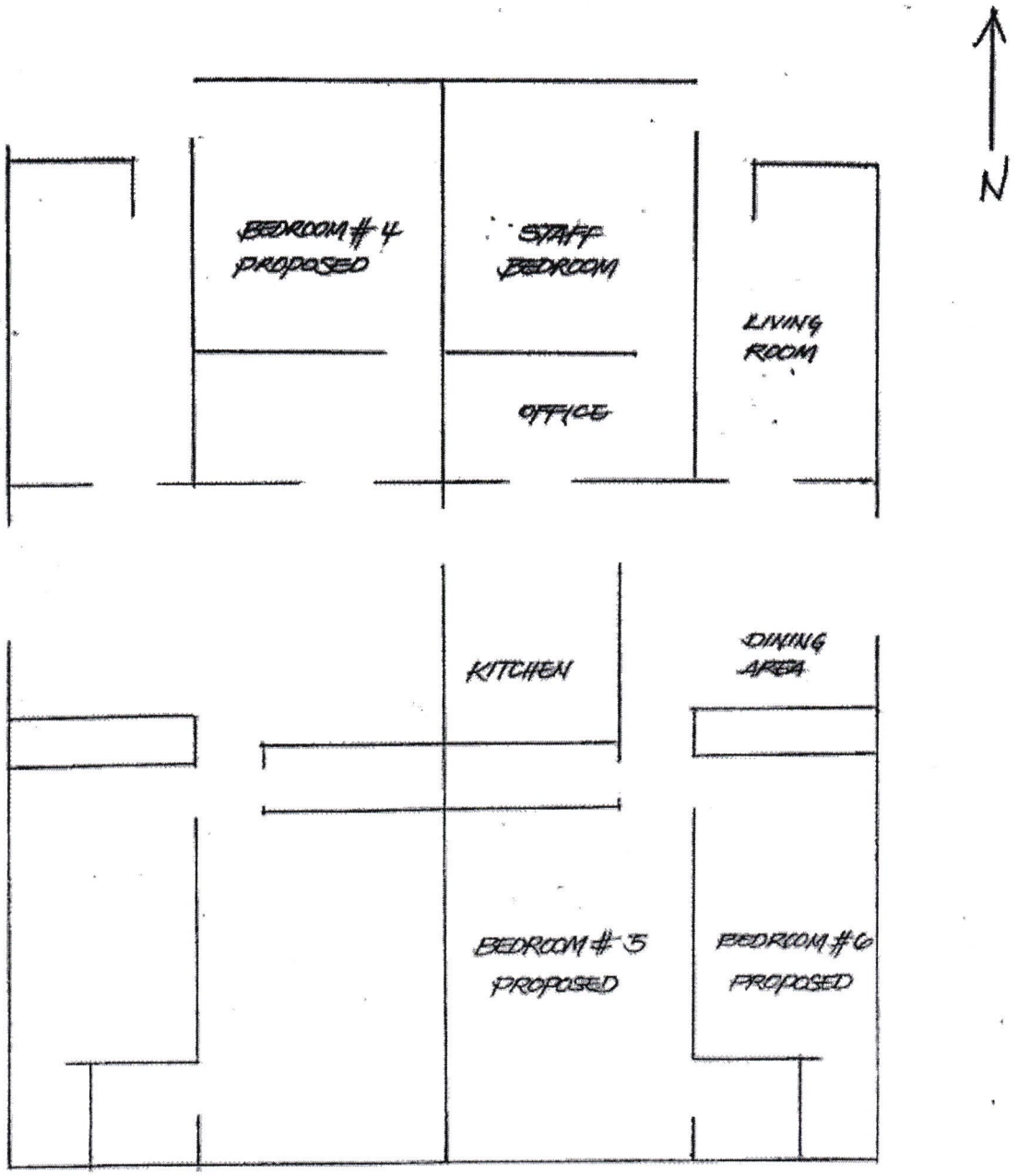
Kathleen Franklin
Signature

8-18-04
Date

KATHLEEN FRANKLIN
Printed Name

City of Rancho Cordova
For

PROPOSED PROJECT INTERIOR FLOOR PLAN



FLOOR PLAN

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA, CA 95670
PHONE (916) 362-4473

8. Preparers are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g. general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated. A source list should be attached and other sources used or individual contacts should be cited in the discussion.

9. Impacts that were originally classified as potentially significant on previous documents may now be indicated as less than significant. These particular impacts will be marked as "Less than Significant Impact" if the Specific Plan does not create any new impacts for the project area than those previously evaluated.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
II. AGRICULTURE RESOURCES. In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997), prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:					
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒	☐
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☒	☐
c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use?	☐	☐	☐	☒	☐

Discussion of Impacts

a)-c) The project site is currently zoned RD-10 and is located within an urban setting therefore it would not convert prime or unique farmland or farmland of statewide importance; the site does not conflict with existing zoning for agricultural uses or a Williamson Act contract nor does the project involve any other changes in the existing environment that could result in the conversion of farmland to non-agricultural use.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
IV. BIOLOGICAL RESOURCES. Would the project:					
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	☐	☐	☐	☒	☐
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	☐	☐	☐	☒	☐
c) Have a substantial adverse effect on federally protected wetlands, as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal wetlands, etc.), through direct removal, filling, hydrological interruption or other means?	☐	☐	☐	☒	☐
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	☐	☒	☐
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	☒	☐
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional or state habitat conservation plan?	☐	☐	☐	☒	☐

Discussion of Impacts

a)-f) The proposed project will be conducted inside an existing residential unit within an existing subdivision in the urban setting of the City of Rancho Cordova. The residential subdivision was

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
V. CULTURAL RESOURCES. Would the project:					
a) Cause a substantial adverse change in the significance of a historical resource as defined in? 15064.5?	☐	☐	☐	☒	☐
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to ? 15064.5?	☐	☐	☐	☒	☐
c) Directly or indirectly destroy a unique paleontological resource or site or unique geological feature?	☐	☐	☐	☒	☐
d) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☒	☐

Discussion of Impacts

a)-d) As previously stated, the proposed project will be conducted inside an existing residential unit within an existing subdivision in the urban setting of the City of Rancho Cordova. The residential subdivision was approved in the early 1970's and subsequently constructed in 1978; therefore, there is no potential that the project will cause a substantial adverse change in the significance of a historical resource; cause a substantial adverse change in the significance of an archaeological resource; Directly or indirectly destroy a unique paleontological resource or site or unique geological feature; or disturb any human remains.

potential for ground rupture, lateral spreading, liquefaction, and land-sliding or earthquake induced settlement beneath buildings constructed on the site is considered to be low.

ii. *Less than Significant Impact.* Any major earthquake damage in the City of Rancho Cordova is likely to occur from ground shaking and seismically related ground and structural failures resulting from a moderate to major seismic event in the San Francisco Bay and Sierra Nevada Area. Local soil conditions, such as topography, soils strength, thickness, density, water content, and firmness of underlying bedrock affect seismic response greatly. Seismically induced shaking and some damage should be expected to occur but damage should be no more severe in the project area than elsewhere in the region. Framed construction on proper foundations is generally flexible enough to sustain only minor structural damage from ground shaking. Implementation of the Uniform Building Code would ensure that structures meet all applicable seismic standards.

Iii. *Less than significant impact* – There are no known geological hazards caused from ground shaking which would prevent urban use of the site. Based on types of soil and depth of groundwater in the area, the risk of exposing people or structures to potential substantial adverse effects, including the risk of loss injury, or death involving seismic-related ground failure, including liquefaction is less than significant.

iv. *No impact* – The project site is essentially level with little topographic variation. The risk of exposing people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving landslides is negligible.

b) *No impact.* The project site was constructed in 1978 and there will not be any new construction as a result of the project.

c) *Less than Significant Impact.* According to the County of Sacramento Soil Survey, the project site has San Joaquin Urban Land Complex, 0-2 soil type which consists of silt loam, clay loam, stratified sandy loam which are not soils that are unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse.

d) *Less than Significant impact.* The project site has low potential for expansive soils according to the City of Rancho Cordova General Plan. Expansive soils primarily are composed of clays with a significant capacity to shrink and swell with seasonal moisture fluctuation. In accordance with the Subdivision Map Act, Grading Ordinance and the Uniform Building Code, a soil report is required prior to issuance of building permits in areas where the potential of expansive soils is present.

e) *No Impact.* The project site has been connected to the City's sewer system for 26 years. No septic tanks or alternative wastewater disposal systems will be installed in the area as a result of this project.

Discussion of Impacts

a) *No Impact.* - The project proposes a residential care facility for adults. There will be no transport, use, or disposal of hazardous materials.

b) *Less than significant Impact.* The proposed project will be conducted in a previously built residential facility. The proposed use as an adult day care center would not result in a significant risk of explosion or accidental release of hazardous substances and is therefore considered a less than significant impact.

c) *No Impact* The project as a residential care home will not emit hazardous emissions or handle hazardous or acutely hazardous materials, substances or waste.

d) *No Impact* – The project site is not included on the list of hazardous material sites compiled by the Sacramento County Environmental Department-Hazardous Materials pursuant to Government Code 65962.5. The proposed project would not expose people to existing sources of potential health hazards.

e) *No Impact* - The project site is not located within a Comprehensive Land Use Plan (CLUP).

f) *No impact* - The project is not in the vicinity of a private airstrip, nor is it in the take off or approach zones of Mather Field.

g) *No Impact* - The project would not impair implementation of, or physically interfere with, an adopted emergency response plan or emergency evacuation plan.

h) *No Impact* – The project would not expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of a failure of a levee or dam?	☐	☐	☐	☒	☐
j) Inundation by seiche, tsunami or mudflow?	☐	☐	☐	☒	☐

Discussion of Impacts

a)-f) *No Impact.* The addition of six residents to an existing residential care facility would not have any significant impact on water quality or discharge pollutants into the water system or result in violations of existing requirements; would not substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level; substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site; substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding on- or off-site; create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or otherwise substantially degrade water quality.

g)-h) *No Impact.* The project in not within the 100-year floodplain or any other type of flood hazard area according to the Sacramento County General Plan.

i)-j)) *No impact.* According to the Safety Element of the County of Sacramento's General Plan, the project site is not located near any dams or levees that would expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam. In addition, the site is not in proximity to the Pacific Ocean or other body of water large enough to cause inundation by seiche, tsunami, or mudflow. Therefore, no impacts are anticipated.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
X. MINERAL RESOURCES. Would the project:					
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒	☐
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒	☐

Discussion of Impacts

a) *No impact.* No significant mineral resources have been identified in the project area.

b) *No impact.* No significant mineral resources are identified in the General Plan or other land use plan.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
XII. POPULATION AND HOUSING. Would the project:					
a) Induce substantial population growth in an area, either directly (e.g., by proposing new homes and businesses) or indirectly (e.g., through extension of roads or other infrastructure)?	☐	☐	☒	☐	☐
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒	☐
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒	☐

Discussion of Impacts

a) *Less than Significant Impact.* The project would increase the residential population in the area by 6 people, however, the extent of the new population is not considered substantial to alter the location, distribution, density or growth rate of the human population according to the current General Plan.

b) *No Impact.* The project site is currently developed with a residential duplex and the project would not require the replacement of existing housing.

c) *No Impact.* The project site is currently developed with a residential duplex and the project therefore does not displace substantial number of people necessitating the construction of replacement housing.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
XIV. RECREATION.					
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	☒	☐
b) Does the project include recreational facilities, or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?	☐	☐	☐	☒	☐

Discussion of Impacts

a-b) *No Impact.* The project proposes 6 additional adult residents for an adult care center. Six adults would not incrementally increase the need for park and recreation services, nor would it result in substantial deterioration of existing facilities nor would it require expansion of facilities.

e) *No Impact.* The proposed project will not affect emergency access.

f) *No Impact.* The proposed project will be required to meet the minimum parking standards established in the Rancho Cordova Zoning Code. The proposed project site plan indicates adequate on-site parking; therefore, approval of the project will not result in inadequate parking supply.

g) *No impact.* No conflicts with adopted policies, plans or programs supporting alternative transportation have been identified. Therefore, no impacts resulting from the proposal are expected.

	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact	Reviewed Under Previous Document
XVII. MANDATORY FINDINGS OF SIGNIFICANCE					
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of rare or endangered plants or animals, or eliminate important examples of the major periods of California history or prehistory?	☐	☐	☒	☐	☐
b) Does the project have impacts that are individually limited, but cumulatively considerable? "Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.	☐	☐	☐	☒	☐
c) Does the project have environmental effects that will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	☐	☒	☐

Discussion of Impacts

a) *Less than Significant Impact.* With implementation of basic regulatory requirements included in this Initial Study, the proposed project would not degrade the quality of the environment; result in an adverse impact on fish, wildlife, or plant species including special status species, or prehistoric or historic cultural resources. The proposed project may temporarily impact the area by construction-related air quality, noise and traffic impacts. However, by implementing basic regulatory requirements, and project conditions of approval, these impacts are effectively reduced to a less than significant or no impact level. Prehistoric or historic cultural resources would not be adversely affected because no archeological or historic resources are known to exist in the project areas and project implementation includes following appropriate procedures for avoiding or preserving artifacts or human remains should they be uncovered during project excavation.

REFERENCES

EXHIBITS:
A – Site Plan
B – Building Elevations

REFERENCES:

1. City of Rancho Cordova General Plan
2. City of Rancho Cordova Zoning Code, July 2000
3. Comprehensive Land Use Plan (CLUP) for Mather Air Force Base

Attachment 4

Kimberly's Residential Care Home
10514 Mills Tower Drive
Rancho Cordova, CA 95670

September 8, 2004

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RE: Use Permit for Kimberly's Residential Care Home
04-065 Kimberly's Care Home

Dear Kathleen:

This is in regards to the letter sent to you from the Sacramento County Sheriff's Department. I understand that they are not in support of this project of housing of mentally ill patients within a residential neighborhood. They further suggested that if Kimberly's Residential Care Home decides to house adult or senior residents then they will support the project.

WE ARE ALREADY AN ADULT RESIDENTIAL CARE FACILITY.

Kimberly's Residential Care Home is an Adult Residential Care Facility currently taking care of the adult mentally ill population. Kimberly's is an all adult female only facility. Kimberly's Residential Care Home will celebrate its 19th year anniversary of operation the 29th of this month. The owners Mike and Elizabeth Tampus lived in the facility for seven years and had two children during that period. Kimberly's Home is a house in a duplex building. During the first seven years of operation my family and I shared the house with our residents and lived in the other half. The residents/clients love children and they were allowed to baby sit them once in a while. Some of our clients/residents have been with us for as long as 15 years because they love us and we care about them.

Kimberly's Residential Care Home does not admit clients/residents that have problems with drugs and alcohol or who have a history of drug/alcohol addiction or sex-related offenses. These are not violent people. For the past 19 years of operation there have been no complaints from the neighbors of any problems mentioned above. Community Care Licensing who regulates all care homes in the State could testify of our good records of operation.

It seems to me that the impression of the Sheriff's department is that Kimberly's will be housing children between the ages from infant to 18 years of age of whom would be

Attachment 5

State of California

Department of Social Services

Facility Number: 340309353
Effective Date: 09/29/92 Total Capacity: 12

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues CAPACITY CHANGE EFFECTIVE DATE: 01/28/04

this License to

TAMPUS, MIKE G.

to operate and maintain a ADULT RESIDENTIAL

Name of Facility

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA CA 95670

This License is not transferable and is granted solely upon the following:

AMBULATORY ONLY. SERVING MENTALLY DISABLED ADULTS, AGES 18-59.

Client Groups Served: M.D.

Complaints regarding services provided in this facility should be directed to:
NO. CAL CR/RES. DISTRICT OFFICE (916) 263-4700

David Dodds
Deputy Director,
Community Care Licensing Division

Authorized Representative
of Licensing Agency

POST IN A PROMINENT PLACE

LIC 203A (1/04)

CU-PA018

AGREEMENT

THIS AGREEMENT is made and entered into as of this 1st day of July, 2004, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME, a sole proprietorship, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, Sacramento County Department of Health and Human Services desires to provide Mental Health Services to residents of Sacramento County; and

WHEREAS, the Sacramento County Board of Supervisors approved Resolution Number 2004-0580 on May 18, 2004 authorizing the Department of Health and Human Services to enter into an agreement with CONTRACTOR as a provider of adult supplemental mental health services in a licensed community care facility; and

WHEREAS, CONTRACTOR has appropriate staffing and facilities to provide supplemental mental health services for Adults residing in Sacramento County; and

WHEREAS, CONTRACTOR desires to provide supplemental mental health services to severely and persistently mentally ill adults residing in Sacramento County; and

WHEREAS, the authority to enter into such Agreement has been delegated to the Director of the Department of Health and Human Services pursuant to Sacramento County Code section 2.61.100 (a)1; and

WHEREAS, COUNTY AND CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

I. SCOPE OF SERVICES

CONTRACTOR shall provide services in the amount, type and manner described in Exhibit A, which is attached hereto and incorporated herein.

II. TERM

This Agreement shall be effective and commence as of the date first written above and shall end on June 30, 2005.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

DIRECTOR
Department of Health & Human Services
7001-A East Parkway, Suite 1000
Sacramento, CA 95823

TO CONTRACTOR

Tampus dba: Kimberly's Residential Care Home
2218 Buck Creeks Court
Gold River, CA 95670

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable Federal, State, and County laws, regulations and ordinances.

E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel under the terms and conditions of this Agreement.

X. CONTRACTOR IDENTIFICATION

CONTRACTOR shall provide the COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code Section 1088.8 and Sacramento County Code Chapter 2.160: CONTRACTOR's name, address, telephone number, social security number and whether dependent health insurance coverage is available to CONTRACTOR.

XI. COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT REPORTING OBLIGATIONS

A. CONTRACTOR's failure to comply with state and federal child, family and spousal support reporting requirements regarding a CONTRACTOR's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.

B. CONTRACTOR's failure to cure such default within 90 days of notice by COUNTY shall be grounds for termination of this Agreement.

XII. BENEFITS WAIVER

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

XIII. CONFLICT OF INTEREST

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

XIV. USE OF FUNDS

It is understood and agreed that no funds provided by COUNTY pursuant to this Agreement shall be used by CONTRACTOR for any political activity or political contribution.

XV. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES

A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subcontractors shall comply with all applicable federal, state, and local anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.

B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code § 12900 et seq.), and regulations and guidelines issued pursuant thereto.

C. CONTRACTOR agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable antidiscrimination laws and this provision.

XXI. LEGAL TRAINING INFORMATION

If under this Agreement CONTRACTOR is to provide training of County personnel on legal issues, then CONTRACTOR shall submit all training and program material for prior review and written approval by County Counsel. Only those materials approved by County Counsel shall be utilized.

XXII. SUBCONTRACTS, ASSIGNMENT

A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.

B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

XXIII. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

XXIV. SUCCESSORS

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

XXV. TIME

Time is of the essence of this Agreement.

XXVI. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XXVII. DIRECTOR

As used in this Agreement, "DIRECTOR" shall mean the Director of the Department of Health and Human Services, or his/her designee.

XXVIII. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. If the dispute cannot be resolved by mutual agreement, nothing herein shall preclude either party's right to pursue remedy or relief by civil litigation, pursuant to the laws of the State of California.

XXIX. TERMINATION

A. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).

B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by

1. CONTRACTOR shall adhere to the requirements contained in Title 42, Code of Federal Regulations (CFR) Part 54;

2. CONTRACTOR's services shall be provided in a manner consistent with the Establishment Clause and the Free Exercise Clause of the First Amendment of the United States Constitution (42 CFR Part 54.3);

3. If CONTRACTOR offers inherently religious activities, they shall be provided separately, in time or location, from the programs or services for which the organization receives funds from Federal, State or local government sources. Participation in religious activities must be voluntary for program beneficiaries (42 CFR Part 54.4);

4. CONTRACTOR shall not expend any Federal, State or local government funds to support any inherently religious activities such as worship, religious instruction, or proselytization (42 CFR Part 54.5);

5. CONTRACTOR shall not, in providing program services or engaging in outreach activities under applicable programs, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice (42CFR Part 54.7);

6. CONTRACTOR shall inform program beneficiaries that they may refuse to participate in any religious activities offered by CONTRACTOR;

7. CONTRACTOR shall inform program beneficiaries that, if they object to the religious character of the program, they have the right to a referral to an alternate service provider to which they have no objections (42 CFR Part 54.8); and,

8. CONTRACTOR shall, within a reasonable time of learning of a beneficiary's objection to the religious character of the program, refer the program beneficiary to an alternate service provider (42 CFR Part 54.8).

If 42 U.S.C. 2000e-1 regarding employment practices is applicable to this Agreement, it shall supersede 42 CFR Part 54.7 to the extent that 42 CFR Part 54.7 conflicts with 42 U.S.C. 2000e-1.

XXXVI. ADDITIONAL PROVISIONS

The additional provisions contained in Exhibits A, B, C, D, E, and F attached hereto are part of this Agreement and are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO, a political subdivision of the State of California

By _____
James W. Hunt, Director, Department of Health and Human Services. Approval delegated pursuant to Sacramento County Code Section 2.61.012 (h)

Date: 6-30-04

TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME

By _____
Mike or Elizabeth Tampus, Owners

Date: 6-17-04

REVIEWED AND APPROVED BY COUNTY COUNSEL

By: 2.61.014(b) Date: _____

C. CONTRACTOR shall ensure that all supervisory staff has a minimum of twenty (20) hours of training per year in relevant mental health programming certified by a recognized residential care association or approved by COUNTY. CONTRACTOR is encouraged to participate in COUNTY's training activities when offered. Training hours are monitored by the Community Care and Licensing Department. The ACT monitor can request proof of trainings.

V. ACCEPTANCE OF REFERRALS

CONTRACTOR shall provide COUNTY with a right of first refusal for not less than six (6) beds, which have been certified by COUNTY for participation in the ACT Program. CONTRACTOR shall not utilize those beds for any other clients or purposes unless Service Performance Monitor fails to refer clients in a timely manner. Referrals shall be submitted by referring agencies to the ACT monitor. The ACT monitor will screen the client to determine if the client meets admission criteria. If the client meets admission criteria, the ACT monitor will refer the client to the appropriate ACT home. CONTRACTOR shall retain the right to refuse, for good cause, to accept any specific client referred by Service Performance Monitor to CONTRACTOR.

VI. PRIOR AUTHORIZATION

A. Service Performance Monitor shall certify each client for a specific Level of Care.

1. Certification shall not be effective beyond six (6) months from the date issued. Service Performance Monitor may decertify any or all clients at any time by written notice thereof.

B. Payment to CONTRACTOR, for supplemental services provided to client shall be based upon level of care specified in such Certification, and COUNTY shall make no payment for a client or clients receiving supplemental services unless such client or clients are currently certified at the time such services are provided.

C. Supplemental services authorized under the terms of this Agreement shall be reimbursed at the rates set forth in Exhibit C of this Agreement regardless of the date of delivery of such authorized services.

III. MINIMUM LIMITS OF INSURANCE

CONTRACTOR shall maintain limits no less than:

A. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	$2,000,000
Products Comp/Op Aggregate:	$2,000,000
Personal & Adv. Injury:	$1,000,000
Each Occurrence:	$1,000,000
Fire Damage:	$ 100,000

Building Trades Contractors and Contractors engaged in other projects of construction shall have their general liability Aggregate Limit of Insurance endorsed to apply separately to each job site or project, as provided for by Insurance Services Office form CG-2503 Amendment-Aggregate Limits of Insurance (Per Project).

B. Automobile Liability:

1. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, $1,000,000 Combined Single Limit.

2. Personal Lines Automobile Liability for Individually owned vehicles, $250,000 per person, $500,000 each accident, $100,000 property damage.

C. Workers' Compensation: Statutory.

D. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

E. Professional Liability or Errors and Omissions Liability: $1,000,000 per claim and aggregate.

IV. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by the COUNTY.

V. CLAIMS MADE PROFESSIONAL LIABILITY INSURANCE

If professional liability coverage is written on a Claims Made form:

A. The "Retro Date" must be shown, and must be on or before the date of the Agreement or the beginning of Agreement performance by CONTRACTOR.

B. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.

C. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

VI. OTHER INSURANCE PROVISIONS

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provision:

A. All Policies:

1. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of the COUNTY and the general public are adequately protected.

EXHIBIT C to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

BUDGET REQUIREMENTS

I. MAXIMUM PAYMENT TO CONTRACTOR

A. The Maximum Total Payment Amount under this Agreement is **$1,352,396.00.**

B. CONTRACTOR shall receive payment for services rendered in the order that CONTRACTOR's claim is received by COUNTY. If COUNTY determines that the total amount of claims received from all providers of supplemental care and treatment services for mentally ill adults in Sacramento County exceeds **$1,352,396.00**, COUNTY shall immediately notify CONTRACTOR or this fact by certified mail. Upon receipt of such notification, CONTRACTOR shall be under no further obligation to provide any additional services under the Agreement.

C. CONTRACTOR understands and agrees that COUNTY's obligation to pay for any services rendered by CONTRACTOR pursuant to this Agreement shall be limited to paying claims submitted by CONTRACTOR in the order received until the total allocation of **$1,352,396.00** as referenced above is exhausted. Once said amount is exhausted, CONTRACTOR shall no be entitled to any payment for any services rendered pursuant to this Agreement, regardless of whether or not CONTRACTOR has received the notice specified in subdivision B. of this section.

II. COMPENSATION FOR SERVICES

A. In addition to Paragraph XIX of this Agreement, COUNTY shall make payments on a monthly basis for services rendered during the preceding month upon the receipt of invoices for services submitted by CONTRACTOR in accordance with the Department of Health and Human Services publication, Division of Mental Health Provider Manual, and any revision to that publication. DIRECTOR may withhold a percentage of the final invoice until receipt by DIRECTOR of a complete and accurate cost report.

B. CONTRACTOR shall, in calculating the net amount due from COUNTY, deduct from the gross billing the following: (1) all grants received, identifying the source of said grants; (2) amounts paid or payable to CONTRACTOR by patients or third parties. Failure to reflect such deductions shall be deemed a breach of this Agreement.

C. It is understood that the validity of such monthly billings, in terms of their compliance with state regulations, is subject to the review of the State of California and that COUNTY will be making payments on said billings in advance of said review and approval by the State, and in advance of the reimbursement by the State to COUNTY for sums expended thereunder. In the event any claim is disapproved by the State, CONTRACTOR shall take all actions necessary to obtain such approval. In the event that COUNTY is not reimbursed by the State for any amount it has paid to CONTRACTOR hereunder, CONTRACTOR shall reimburse COUNTY in the amount of such overpayment within thirty (30) days, or at the sole discretion of DIRECTOR COUNTY may withhold such amounts from any payments due under this Agreement or any successor agreement.

D. It is understood that any records of revenues or expenditures under this Agreement may be subject to compliance with federal or state regulations and may be audited by the appropriate federal, state or county agency. In the event of audit disallowance of any claimed cost which is subject to compliance with state or federal Regulations, COUNTY shall not be liable for any lost revenue resulting therefrom.

E. Any funds due and owing to COUNTY may be collected, at the sole discretion of DIRECTOR, by cash payment or by a credit on funds due to be paid to CONTRACTOR under the terms of this Agreement.

F. If a post-agreement audit, conducted in accordance with generally accepted auditing standards, finds that the actual aggregate costs for services furnished pursuant to this Agreement are lower than the payments made by COUNTY, or if any payments made by COUNTY are not reimbursable in accordance with the terms of the Short-Doyle Act, or any regulations applicable to any funds administered through the Short-Doyle system, the difference shall be repaid by CONTRACTOR by cash payment or, at the sole discretion of DIRECTOR, as a credit on future billings. If such post-agreement audit finds that the actual costs of services furnished hereunder are higher than the payments made by COUNTY, then the difference shall be paid to CONTRACTOR, up to the maximum obligation of this Agreement. That portion of the actual costs that exceeds the provisional rates will not be paid unless documented by previously submitted reports of estimated operational cost increases.

TABLE I
SUPPLEMENTAL RATES
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH
FISCAL YEAR 2004/2005
LEVEL I

DAYS IN FACILITY	NUMBER OF DAYS IN THE MONTH			
	28 DAYS	29 DAYS	30 DAYS	31 DAYS
1	$18.57	$17.93	$17.33	$16.77
2	$37.14	$35.86	$34.67	$33.55
3	$55.71	$53.79	$52.00	$50.32
4	$74.29	$71.72	$69.33	$67.10
5	$92.86	$89.66	$86.67	$83.87
6	$111.43	$107.59	$104.00	$100.65
7	$130.00	$125.52	$121.33	$117.42
8	$148.57	$143.45	$138.67	$134.19
9	$167.14	$161.38	$156.00	$150.97
10	$185.71	$179.31	$173.33	$167.74
11	$204.29	$197.24	$190.67	$184.52
12	$222.86	$215.17	$208.00	$201.29
13	$241.43	$233.10	$225.33	$218.06
14	$260.00	$251.03	$242.67	$234.84
15	$278.57	$268.97	$260.00	$251.61
16	$297.14	$286.90	$277.33	$268.39
17	$315.71	$304.83	$294.67	$285.16
18	$334.29	$322.76	$312.00	$301.94
19	$352.86	$340.69	$329.33	$318.71
20	$371.43	$358.62	$346.67	$335.48
21	$390.00	$376.55	$364.00	$352.26
22	$408.57	$394.48	$381.33	$369.03
23	$427.14	$412.41	$398.67	$385.81
24	$445.71	$430.34	$416.00	$402.58
25	$464.29	$448.28	$433.33	$419.35
26	$482.86	$466.21	$450.67	$436.13
27	$501.43	$484.14	$468.00	$452.90
28	$520.00	$502.07	$485.33	$469.68
29		$520.00	$502.67	$486.45
30			$520.00	$503.23
31				$520.00

LEVEL I MAXIMUM MONTHLY RATE: $520.00

EXHIBIT D to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME ,
hereinafter referred to as "CONTRACTOR"

ADDITIONAL PROVISIONS

I. LAWS, STATUTES AND REGULATIONS

A. CONTRACTOR shall abide by all applicable State, Federal and County laws, statutes and regulations, including but not limited to the Bronzan-McCorquedale Act (Welfare and Institutions Code, Divisions 5, 6, and 9, Sections 5600 et seq., and Section 4132.44), Title 9 and Title 22 of the California Code of Regulations, Title XIX of the Social Security Act, State Department of Mental Health Policy Letters, and Title 42 of the Code of Federal Regulations, Section 434.6 and 438.608, in carrying out the requirements of this Agreement.

B. CONTRACTOR will comply with all Policies and Procedures adopted by COUNTY to implement Federal/State laws and regulations.

II. LICENSING, CERTIFICATION AND PERMITS

A. CONTRACTOR agrees to furnish professional personnel in accordance with the regulations, including all amendments thereto, issued by the State of California or COUNTY. CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the minimum of staff required by law for provision of services hereunder; such personnel shall be qualified in accordance with all applicable laws and regulations.

B. CONTRACTOR shall make available to COUNTY, on request of DIRECTOR, a list of the persons who will provide services under this Agreement. The list shall state the name, title, professional degree, and work experience of such persons.

III. OPERATION AND ADMINISTRATION

A. CONTRACTOR agrees to furnish at no additional expense to COUNTY beyond the amounts identified as NET BUDGET/MAXIMUM PAYMENT TO CONTRACTOR in Exhibit C, all space, facilities, equipment, and supplies necessary for its proper operation and maintenance.

B. CONTRACTOR, if incorporated, shall be in good standing and operate according to the provisions of its Articles of Incorporation and By-Laws. Said documents and any amendments thereto shall be maintained and retained by CONTRACTOR and made available for review or inspection by DIRECTOR at reasonable times during normal business hours.

C. CONTRACTOR shall forward to DIRECTOR all copies of its notices of meetings, minutes and public information, which are material to the performance of this Agreement.

IV. CONFIDENTIALITY

A. CONTRACTOR is subject to, and agrees to comply and require his or her employees to comply with the provisions of Sections 827, 5328, 5330, 5610 and 10850 of the Welfare and Institutions Code, Division 19-000 of the State of California Department of Social Services Manual of Policies and Procedures, Code of Federal Regulations Title 45, Section 205.50, and all other applicable laws and regulations to assure that:

1. All applications and records concerning an individual made or kept by CONTRACTOR, COUNTY, or any public officer or agency in connection with the Welfare and Institutions Code relating to any form of public social services or health services provided under this Agreement shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of such public social or health services.

performed and to audit and inspect any books and records of CONTRACTOR which pertain to services performed and determination of amount payable under this Agreement. Upon expiration or termination of this Agreement all patient records shall be kept for a minimum of seven (7) years from the date of discharge and in the case of minors, for at least one (1) year after the minor patient's eighteenth (18th) birthday, but in no case less than seven (7) years from the date of discharge. Service and financial records shall be retained by CONTRACTOR for a minimum period of four (4) years after the termination of this Agreement, or until audit findings are resolved, whichever is later.

VIII. PATIENT FEES

A. The Uniform Method of Determining Ability to Pay prescribed by the State Director of Mental Health shall be applied when services to patients are involved.

B. Charges for services to either patients or persons responsible shall approximate estimated actual cost.

C. CONTRACTOR shall use the Uniform Billing and Collection Guidelines prescribed by the State Director of Mental Health (non-billing providers excluded).

IX. AUDIT/REVIEW REQUIREMENTS

A. The following standards are applicable to the Audits and Reviews required pursuant to this provision.

1. In the event that CONTRACTOR receives Federal funds, CONTRACTOR shall submit to DIRECTOR, on an annual basis either a financial and compliance audit (Audit) or Review of Documentation Supporting Requests for Reimbursement or limited scope audit (Review) as determined by paragraph B or C of this provision. Such annual Audit/Review must include a documented Reconciliation of the Cost Report(s) data for the Audit/Review period.

2. An independent auditor must prepare the Audit/Review. Audits shall be conducted in accordance with generally accepted auditing standards and the latest revision of the Government Auditing Standards issued by the Comptroller General of the United States and shall comply with OMB Circular A-133 (States, Local Governments and not-for-profit agencies). Reviews shall be conducted in accordance with either American Institute of Certified Public Accountants' (AICPA) generally accepted auditing standards (GAAS) or generally accepted accounting principles (GAAP).

3. The Audit/Review shall be performed on the basis of COUNTY's fiscal year; July 1 through June 30, unless CONTRACTOR's fiscal year is different, in which case it may be based on CONTRACTOR's fiscal year. If the Audit/Review is performed on the basis of CONTRACTOR's fiscal year, then the Reconciliation of the Cost Report data shall also be based on CONTRACTOR's fiscal year. If the Agreement is terminated for any reason during the contract period, the independent Audit/Review shall cover the entire period of the Agreement for which services were provided.

4. CONTRACTOR must submit to Sacramento County Department of Health and Human Services three (3) copies of the Audit/Review, as described in OMB Circular A-133, within the earlier of 30 days after receipt of the auditor's report(s) or no later than six months following the end of the contract year or termination of the Agreement. Should there be any delay anticipated, CONTRACTOR shall immediately inform DIRECTOR of the delay. The Audit/Review shall be sent to the following address:

Sacramento County DHHS, Fiscal Services
7001-A East Parkway
Sacramento, CA 95823

B. Pursuant to OMB circular A-133 if CONTRACTOR expends less than $500,000 per year in total Federal funds from all sources (excluding Drug/Medi-Cal), COUNTY shall monitor on an annual basis the CONTRACTOR's activities to ensure that such funds are used for authorized purposes in compliance with laws, regulations, and the provisions of this Agreement and that performance goals are achieved. In addition, COUNTY shall utilize Reviews provided by CONTRACTOR to meet monitoring objectives. Such reviews shall include, but are not limited to; copies of invoices, canceled checks, and time sheets.

C. Pursuant to OMB Circular A-133, if CONTRACTOR expends $500,000 or more per year in Federal funds from all sources (excluding Drug/Medi-Cal), CONTRACTOR is required to have an agency-wide single audit, or CONTRACTOR may elect a program specific audit if all Federal funding is utilized for only one program.

XII. PATIENTS RIGHTS/GRIEVANCES

A. CONTRACTOR shall give to all patients written notice of their rights pursuant to and in compliance with California Welfare and Institutions Code Section 5325 et seq.; California Code of Regulations Title 9, Section 860 et seq.; Title XIX of the Social Security Act; and Title 42, Code of Federal Regulations. In addition, in all facilities providing the services described herein, CONTRACTOR shall have prominently posted in the predominant language of the community a list of the patient's rights.

B. As a condition of reimbursement, CONTRACTOR shall provide the same level of treatment to beneficiaries served under this Agreement as provided to all other patients served.

C. CONTRACTOR shall not discriminate against any beneficiary of services provided under this Agreement in any manner.

D. CONTRACTOR agrees to provide a system through which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services, including affording recipients notice of adverse determination and a hearing thereon to the extent required by law.

XIII. ADMISSION POLICIES

CONTRACTOR's admission policies (if applicable) shall be in writing and available to the public and shall include a provision that patients are accepted for care without discrimination as described in this Agreement.

XIV. HEALTH AND SAFETY

A. CONTRACTOR shall maintain a safe facility.

B. CONTRACTOR shall store and dispense medication in compliance with all applicable State, Federal and County laws and regulations.

XV. FINGERPRINTING

CONTRACTOR shall conduct background checks, including fingerprinting, on all staff and volunteers who are reasonably anticipated to have direct contact with recipients of services.

XVI. GOOD NEIGHBOR POLICY

A. CONTRACTOR shall comply with the COUNTY's Good Neighbor Policy, a copy of which is attached as Exhibit E.

B. If COUNTY finds CONTRACTOR has failed to perform, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within an agreed upon time frame. If CONTRACTOR fails to comply, COUNTY shall take the required corrective action and deduct the actual cost to correct the problem from CONTRACTOR's claim, when appropriate, to ensure compliance with the Good Neighbor Policy.

XVII. AMENDMENTS

A. DIRECTOR may execute an amendment to this Agreement provided that:

1. An increase in the maximum contract amount resulting from the amendment does not exceed the Director's delegated authority under Sacramento County Code Section 2.61.100 (c) or any amount specified by Board of Supervisor's resolution for amending this Agreement, whichever is greater; and

2. Funding for the increased contract obligation is available within the Department's allocated budget for the fiscal year.

B. The budget attached to this Agreement as Exhibit C is subject to revision by COUNTY upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice, CONTRACTOR shall adjust services accordingly and

EXHIBIT E to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY",
and TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

GOOD NEIGHBOR POLICY

I. GOOD NEIGHBOR POLICY

A. CONTRACTOR shall comply with COUNTY's Good Neighbor Policy. CONTRACTOR shall establish good neighbor practices for its facilities that include, but are not limited to, the following:

1. Provision of parking adequate for the needs of its employees and service population;
2. Provision of adequate waiting and visiting areas;
3. Provision of adequate restroom facilities located inside the facility;
4. Implementation of litter control services;
5. Removal of graffiti within seventy-two hours;
6. Provision for control of loitering and management of crowds;
7. Maintenance of facility grounds, including landscaping, in a manner that is consistent with the neighborhood in which the facility is located;
8. Participation in area crime prevention and nuisance abatement efforts; and
9. Undertake such other good neighbor practices as determined appropriate by COUNTY, based on COUNTY's individualized assessment of CONTRACTOR's facility, services and actual impacts on the neighborhood in which such facility is located.

B. CONTRACTOR shall identify, either by sign or other method as approved by the DIRECTOR, a named representative who shall be responsible for responding to any complaints relating to CONTRACTOR's compliance with the required good neighbor practices specified in this Section. CONTRACTOR shall post the name and telephone number of such contact person on the outside of the facility, unless otherwise advised by DIRECTOR.

C. CONTRACTOR shall comply with all applicable public nuisance ordinances.

D. CONTRACTOR shall establish an ongoing relationship with the surrounding businesses, law enforcement and neighborhood groups and shall be an active member of the neighborhood in which CONTRACTOR's site is located.

E. If COUNTY finds that CONTRACTOR has failed to comply with the Good Neighbor Policy, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within a specified time frame. If CONTRACTOR fails to take such corrective action, COUNTY shall take such actions as are necessary to implement the necessary corrective action. COUNTY shall deduct any actual costs incurred by COUNTY when implementing such corrective action from any amounts payable to CONTRACTOR under this Agreement.

F. CONTRACTOR's continued non-compliance with the Good Neighbor Policy shall be grounds for termination of this Agreement and may also result in ineligibility for additional or future contracts with COUNTY.

AUGMENTENDED CARE & TREATMENT (ACT) PROGRAM ADMISSION CRITERIA

ACT Homes

Ethel's Daughters
Grace Home II
Green Pastures Guest Home
Kimberly's Care Home I
New Horizons Guest Home
St. Mary's Home
St. Therese's Haven I&II
Sandy's Guest Home
Scottsdale Guest Home
Sungold Guest Home
Williams Care Home

Admission Criteria

The ACT Program Monitor screens applications for possible admission into the ACT Program and determines appropriateness for Level I or Level II funding (see attached criteria). Clients referred to the ACT Program must meet the following primary components, and one or more of the additional factors:

Primary Components

1. Client is receiving mental health services at an RST or ISA;
2. Client has SSI/SSA, VA, or if on Augmented GA, client must have a conservator or payee.
3. Client has sufficient funds to pay SSI Board and Care rate.

Additional Factors

- ACT Placement Priority will be given for clients on LPS or Probate Conservatorship.
- Client has a total of 20 or more days of acute (public or private) psychiatric hospitalization in the past year.
- Client has 2 failed board & care placements in the past year resulting in psychiatric hospitalization.
- Client is currently residing in an IMD, or has failed community placement from an IMD in the past 60 days.
- Client is on administrative day stay at SCMHTC.
- Consider the number of SCMHTC Crisis Unit contacts and reason for evaluation.
- Client placed in specialized ACT Board and Care Home must meet additional criteria (i.e. Dual diagnosis, age requirement per Community Care Licensing regulation).

Exceptions

The ACT Program Monitor will discuss exceptions to the admission criteria with the assigned Mental Health Program Coordinator prior to admission approval.

Contact

Heather Lane, LCSW
ACT Program Monitor
876-5302
laneh@saccounty.net

Guidelines

- Efforts will be made to increase client's awareness of rehabilitation and recovery service opportunities; although involvement in such programs is not required if client elects to not participate.
- Client has arranged for placement outside of the ACT Program that provides a safe and suitable living environment.
- The discharge planning process will include active participation by the client with respect to client's choice.
- ACT Homes are a voluntary placement for clients who are not on conservatorship. If a client elects to leave the ACT Program, they will be encouraged to submit a 30-day notice to the ACT Operator. The ACT Program Monitor may assist with transition plans if this is acceptable to the client.

Contact

Heather Lane, LCSW
ACT Program Monitor
876-5302
laneh@saccounty.net

CHARACTERISTIC	Number of Clients (N=134)	Percent
• Dementia	1	0.7
• Adjustment	1	0.7
• Other	8	6.0
• None	93	69.4

Treatment Center Utilization

One of the requirements of the ACT program is to serve the more difficult clients, using more intensive services, to help reduce hospitalizations. Compared to the year prior to enrollment, in the first year of enrollment ACT clients decreased utilization in both the Crisis and Inpatient Units at the Treatment Center.

- Crisis visits decreased 30.4%
- Inpatient hospitalizations decreased 38.5%

Clients Hospitalized Prior and After Enrollment to ACT Program			
ACT Home	Number Prior	Number After	Percent Decrease
Crisis Visits			
Ethel's Daughters (N=19)	27	21	22.2
Grace Home II (N=18)	8	7	12.5
Green Pastures (N=25)	17	8	52.9
Kimberley's Residential Care (N=6)	2	1	50.0
New Horizons Guest Home (N=16)	25	1	96.0
Sandy's Guest Home (N=7)	11	2	81.8
Scottsdale Guest Home (N=6)	8	6	25.0
St. Mary's Home (N=11)	6	14	133.3 (increase)
St. Therese's Haven #1 (N=9)	15	20	33.3 (increase)
St. Therese's Haven #2 (N=8)	10	2	80.0
Sungold Guest Home (N=6)	6	12	100.0 (increase)
Williams Care Home (N=3)	3	2	33.3
Inpatient Hospitalizations			
Ethel's Daughters (N=19)	25	13	48.0
Grace Home II (N=18)	7	7	0.0
Green Pastures (N=25)	10	3	70.0
Kimberley's Residential Care (N=6)	2	0	100.0
New Horizons Guest Home (N=16)	15	0	100.0
Sandy's Guest Home (N=7)	9	1	88.9
Scottsdale Guest Home (N=6)	7	5	28.6

NUMBER OF CLIENTS IN OUTPATIENT SERVICES BY PROVIDER													
	El Hogar	El Hogar Intensive	El Hogar Elder	HRC	HRC Intensive	Northgate Point	Northgate Point Intensive	Visions	Visions Intensive	Turning Point ISA	TISA	Other (HIP, EH Elder, PR, TLCS)	**TOTAL**
Ethel's Daughters (N=19)	3	2	1	---	2	---	---	---	---	5	2	1	**16**
Grace Home II (N=18)	---	--	--	14	---	---	---	---	---	2	---	---	**16**
Green Pastures (N=25)	3	---	--		---	---	2	8	1	6	2	1	**23**
Kimberley's Residential Care (N=6)	---	---	---	2	1	---	---	---	---	1	---	---	**4**
New Horizons Guest Home (N=16)	---	--	---	5	2	1	---	1	---	4	1	---	**14**
Sandy's Guest Home (N=7)	---	---	---	--	---	---	---	1	---	4	2	---	**7**
Scottsdale Guest Home (N=6)	---	---	---	---	---	---	2	3	---	---	1	---	**6**
St. Mary's Home (N=11)	---	---	---	2	3	---	---	---	---	4	2	---	**11**
St. Therese's Haven #1 (N=9)	1	---	---	---	---	---	1	1	1	2	---	---	**6**
St. Therese's Haven #2 (N=8)	---	---	---	---	---	---	---	1	1	4	---	---	**6**
Sungold Guest Home (N=6)	---	1	---	---	---	---	---	2	1	2	---	---	**6**
Williams Care Home (N=3)	---	---	---	---	---	---	---	2	---	---	---	---	**2**
Total (N=138)	**7**	**3**	**1**	**23**	**8**	**1**	**5**	**19**	**4**	**34**	**10**	**2**	**117**

CSD-1
COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
Website: www.csd-1.com

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Heather Fargo

Cheryl Creson
Agency Administrator

Robert F. Shanks
District Engineer

Marcia Maurer
Chief Financial Officer

Wendell H. Kido
District Manager

Mary K. Snyder
Collection Systems Manager

Attachment 8

March 26, 2004
E225.000

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RECEIVED
MAR 29 2004
RANCHO CORDOVA
PLANNING

Dear Ms. Franklin:

Subject: **Kimberly's Residential Care Home**
APN: 072-0151-022
Control No. RC 04-065

County Sanitation District 1 (CSD-1) reviewed the subject documents and has the following comments.

Sewer service shall continue to be provided by CSD-1 facilities.

Developing this property may require the payment of additional sewer impact fees. Applicant should contact the Fee Quote Desk at (916) 876-6100 for sewer impact fee information.

If you have any questions regarding these comments, please call me at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/WH: cc

cc: Christoph Dobson
Mike Tampus
2218 Bucks Creek Ct
Gold River, CA 95670

franklin032604.ltr.doc

- Any garage conversions shall have approved building permits and fire department permits.
- Smoke detectors are required in every sleeping room, and in the hallway or area leading to the sleeping rooms. Smoke detectors shall be interconnected.

THE FOLLOWING INFORMATION IS FOR THE APPLICANT/ENGINEER'S REVIEW PRIOR TO SUBMITTAL OF AN IMPROVEMENT DRAWING:

Applicant: It is highly recommended that specific requirements for new construction be obtained from the fire district during the planning stage of construction. Requirements for bridges, entry gates, fire hydrants and access roadways must be clearly understood. Call the Fire Prevention Bureau at (916) 942-3300 and request a design review conference. A consultation fee will apply, but could save considerable time and resources.

If there are no immediate plans for new construction or storage of combustible materials on this project, the requirements applicable to construction may be held in abeyance until such time that development occurs. It is important to note that if the property is sold, the seller of the property is encumbered to disclose the above requirements to the buyer.

1. Plans shall be submitted to the fire prevention bureau showing hydrant locations for review and approval prior to construction. **FIRE HYDRANT DETAIL AND FIRE DEPARTMENT NOTES SHALL BE SHOWN ON THE PLANS OR IMPROVEMENT DRAWINGS**.
2. Residential roof coverings shall not be less than Class C.
3. Provide approved address numbers on the building in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background and on all new buildings, shall be illuminated at night.

Our review is not to be construed as abrogating more restrictive requirements by other agencies having jurisdiction. Final acceptance is subject to field inspection and necessary tests.

Please call me if you have any questions or need further information at 916 942-3327.

Sincerely,

Debra Brown Lucas
Inspector II

RECEIVED

AUG 2 4 2004

RANCHO CORDOVA
PLANNING

Attachment 9

City of Rancho Cordova Planning Department
Kathleen Franklin
3121 Gold Canal Drive
Rancho Cordova, CA 95670

August 21, 2004

Subject: Kinberly's Residential Care Home Conditional Use Permit
Project #RC-03-065

My name in Victor Deacon and I have owned two duplex units one duplex away from the proposed increase of 6 adult beds to 12 adult beds at 10512-01514 Mills Tower Drive, Rancho Cordova, CA 95670.

I do believe that this is NOT a good idea.

Mills Tower Drive is a busy street and very noisy. I would not like any of my adult relatives living on that street.

Are the adults 18 or 81? Are they incapacitated or aged? Are they mobile on their own?

Is a NEGATIVE DECLARATION – a NO we don't want this to happen, (or a term that says "it is not the norm" but we agree to do this)?

These duplex units have only one bathroom on each side and I cannot imagine 12 adults waiting to use a single bathroom on each side of the duplex, (6 adults on each side).

My wife and I have two bathrooms in our small home and bump into on another constantly in the bathrooms.

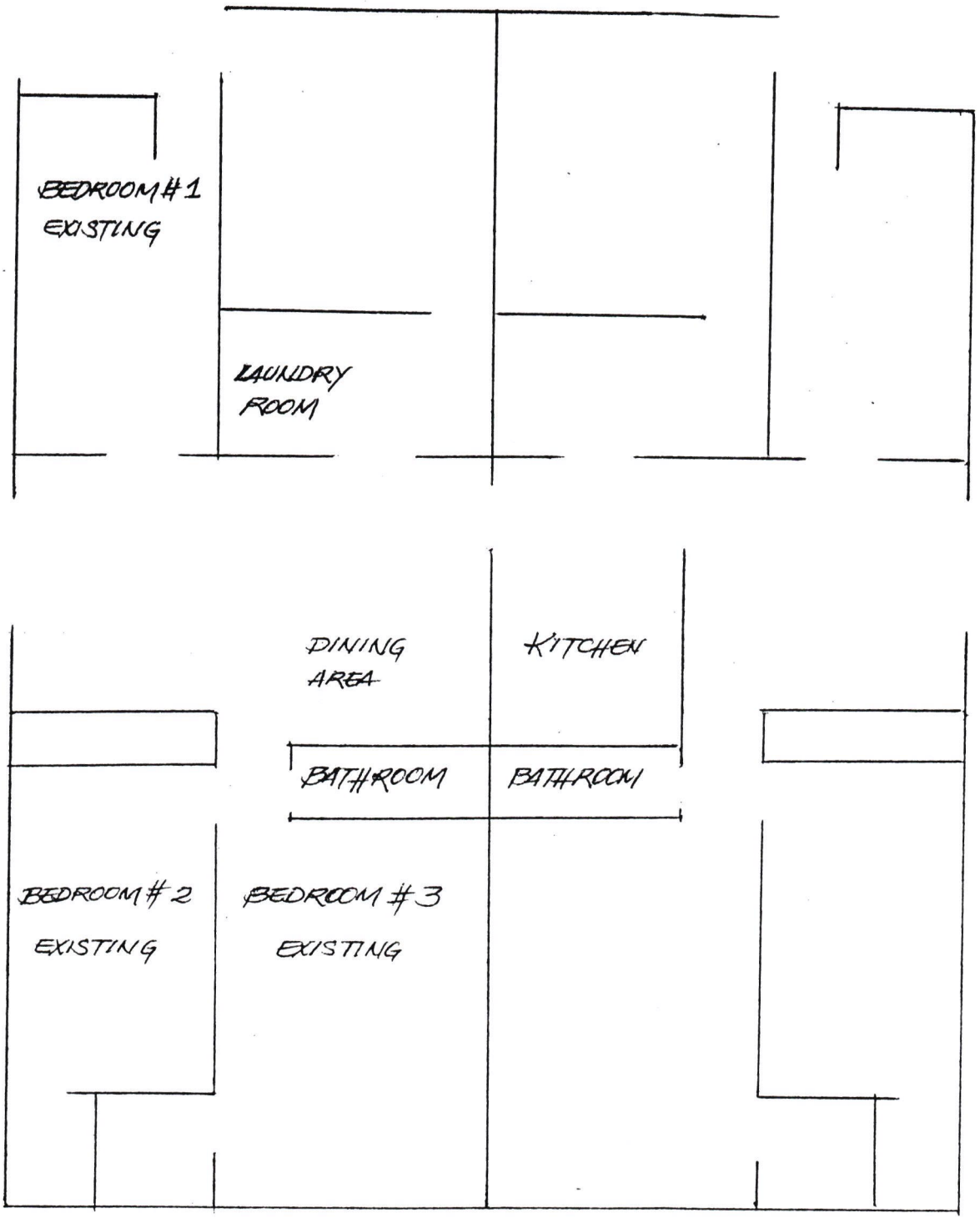
I drove by these units on Mills Tower Drive this evening and noticed that they have converted the garage units on both sides to living quarters. Did the County approve of this conversion? Is it legal to do this?

I am definitely OPPOSED to this process taking place. You have my NEGATIVE vote on NOT allowing this to take place.

Property values (even for duplex units) have risen dramatically over the past two years. This proposed increase in adult beds does NOTHING to enhance our property values. It appears to be a mom and pop business in a residential rental area.

I would like to read The MITIGATED NEGATIVE/INITIAL STUDY as soon as possible. I still do not know if the PLANNING COMMISION is "for" or "against' this project.

Attachment 10



FLOOR PLAN

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA, CA 95670
PHONE (916) 362-4473

REVISED

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
1.	The Conditional Use Permit approved by this action is a residential care facility for 12 adults to be located at 10512-10514 Mills Tower Drive; APN 072-0151-022. This Use Permit is valid for the duration of the existing use, any significant change or expansion of the existing use will invalidate this Use Permit.	On-Going	Planning	
2.	The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning	
3.	***Planning Department shall administratively review the operation for consistency of the conditions and any nuisance complaints by either Police or Fire, after the first six months from the date of project approval and every year thereafter. Planning Director shall determine if the matter warrants the Planning Commissions review for amendment or revocation of the Use Permit. If problems continue to occur, the City reserves the right to revoke the Use Permit.***	Six months after project approval.	Planning	
4.	There shall be a minimum of two (2) paid staff members on site at all times.	On-Going	Police Department	
5.	Relative or other contact information for all residents shall be maintained within the facility and immediately accessible to staff and law enforcement personnel should a walkaway or other emergency occur.	On-Going	Police Department	

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6.	All individual unit entry doors should be equipped with single-cylinder deadbolt locks with a minimum throw of one inch. These locks should be master keyed to allow access by only authorized persons, and keys should be stamped to restrict duplication. Locks installed should be the type that allows easy rotation of the cores on a periodic basis. Doors should also be equipped with 180-degree viewers to allow tenants to screen persons before allowing entry.	On-Going	Police Departments	
7.	Deadbolt locks as described in #1 should be installed on all non-panic equipped doors.	On-Going	Police Department	
8.	Entry to the buildings should be restricted to supervised entries only. Automatic door closers should be installed on entry/exit doors. Non-residents should log in and out of the facility.	Prior to Occupancy	Police Department	
9.	All exterior doors should be kept closed at all times. All exit doors should be locked at all times, with automatic door closers continually checked and adjusted to assure that lock latches engage properly. A 2" wide and 6" long steel astragal should be installed on all exit doors to protect the latch.	Prior to Occupancy	Police Department	
10.	Accessible sliding glass windows shall have the up and down play taken up to prevent lifting of the movable section to defeat the locking mechanism. Secondary locking devices are recommended on all accessible windows to not only provide a secondary window locking point but also provide the capability to lock the window slightly ajar for ventilation.	Prior to Occupancy	Police Department	
11.	Lighting fixtures shall be regularly cleaned, maintained, and repaired. All exterior lighting shall be controlled by photocell rather	Prior to Occupancy	Police Department	

REVISED

	than timers.			
12.	On-site staff should institute a process of regularly walking the grounds to assure the facility is secure. The use of assigned regular tenant patrols for the same purpose is highly encouraged. Persons assigned to this responsibility should not be hesitant to question persons they do not recognize and report the presence of unusual persons to staff.	Prior to Occupancy	Police Department	
13.	The tenant rooms should be equipped with panic alarm systems to notify staff of health and security problems. The alarm activation devices should be located for convenient use.	Prior to Occupancy	Police Department	
14.	At least one drawer in each room should be equipped with a lock devise to allow tenants to secure their valuables.	Prior to Occupancy	Police Department	
15.	Walkaway Tenant Control 1) In order to better control walkaways from the facility, the applicant should consider installing: a. Time delay, alarmed, emergency exit doors, and b. A patient monitoring system similar to electronic article surveillance equipment.	Prior to Occupancy	Police Department	
16.	***An automatic fire sprinkler system shall be installed for entire home prior to the occupancy of the six additional residents.***	Prior to Occupancy	Sacramento Metro Fire District	
17.	Provide a clear and legible site plan with the following information: • An explanation of the scope of the project. • Physical status of all clients. • Property lines and public street fronting the property. • Fencing, gates, gate hardware, and walkways.	Prior to Occupancy	Sacramento Metro Fire District	

REVISED

	• All new and existing construction. • The size of all doors, interior and exterior, and door hardware. • Any exterior/interior stairs or ramps, or change in elevation. • Show the use of all rooms. • OPEN sleeping room windows, and measure the clear height and width **of window opening.** Measure sill height, from the floor to the top of the windowsill. (Must show on plans.) • Provide smoke detectors, fire alarms, and fire extinguisher locations. • For bedrooms used by non-ambulatory clients, the exiting requirements are restrictive. Please contact the Fire Department for the requirements. • Any garage conversions shall have approved building permits and fire department permits. • Smoke detectors are required in every sleeping room, and in the hallway or area leading to the sleeping rooms. Smoke detectors shall be interconnected.			

REVISED

ADVISORY COMMENTS

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT

GENERAL COMMENTS:

1. **Use**
   a. The Sheriff's Department is not in support of this project. The housing of mentally ill patients within a residential neighborhood is not recommended. This project would likely negatively impact the surrounding neighborhood, and introduce varying problems. Please note that we are only in opposition based on the patients to be housed within this facility. Should the applicant decide to house other patients or residents, the Sheriff's Department will reconsider this position.

   b. The Sheriff's Department prefers that this facility shall be permitted for the care and housing of senior adults or seniors with medical needs only. No drug or alcohol rehabilitation services shall be provided on-site, nor shall any residents with drug or alcohol addictions be permitted residence at this facility. Additionally, no residents with prior sex-related offenses, P.C. 290 registration requirements, or those on active parole or probation shall reside at this location.

   c. Should the applicant request a change in the classification of tenants to be housed at this location, a new Conditional Use Permit shall be required.

2. **General Building Security and Safety Conditions**

   a. Landscaping

      i. Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along fence and property lines and under vulnerable windows.

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b. Fencing

i. Should any fence or confinement device be constructed on the front yard and driveway areas of the property, it shall be constructed of vertical wrought iron or similar material only. No solid surface material or chain link fencing shall be permitted.

c. Building Security

i. Doors

a. Entry and exit doors not equipped with panic hardware shall be of solid core wood or hollow sheet metal with a minimum thickness of 1-3/4 inches and shall be secured by a deadbolt lock* with minimum throw of one (1) inch.

b. Doors with glass panels and doors with glass panels adjacent to the doorframe shall be secured with burglary-resistant glazing** or the equivalent.

c. Doors with panic bars will have vertical rod panic hardware with top and bottom latch bolts. No secondary locks should be installed on panic-equipped doors, and no exterior surface-mounted hardware should be used. A 2" wide and 6" long steel astragal shall be installed on the door exterior to protect the latch. No surface-mounted exterior hardware need be used on panic-equipped doors.

d. Sliding glass doors

i. Single sliding glass doors shall have the movable section of the door adjusted in such a manner that the up and down play is taken up to prevent lifting with a pry tool to defeat the locking mechanism.
   a. Secondary dead locks shall be installed on all single sliding glass doors.

ii. Any single or pair of doors requiring locking at the bottom or top rail shall have locks with a minimum of one throw bolt at both the top and bottom rails.

iii. Overhead garage doors shall be so secured on the on inside that the lock cannot be defeated from the outside and shall also have automatic door openers.

iv. Outside hinges on all exterior doors shall be provided with non-removable pins when pin-type hinges are used or shall be provided with hinge studs, to prevent removal of the door.

v. Front and rear entry doors shall be equipped with minimum 180-degree viewers.

vi. The laundry room door and all storage room doors shall be equipped with deadbolt locks with at least a 1 inch throw.

e. Windows

i. Such windows that are capable of being opened shall be secured on the inside with a locking devise capable of withstanding a force of three hundred- (300) lbs. Applied in any direction.

ii. Sliding glass windows shall have the vertical play taken up to prevent lifting of the movable section to defeat the locking mechanism.

iii. The sliding portion of a sliding glass window shall be on the inside track.

f. Lighting

i. Parking areas, garages, driveways, circulation areas, aisles, passageways, recesses, and grounds contiguous to the building shall be provided with high intensity discharge lighting with sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe, secure environment for all persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers.

ii. All exterior doors shall be provided with their own light source and shall be adequately illuminated at all hours to make clearly visible the presence of any person on or about the premises and provide adequate illumination for persons exiting the building.

REVISED

iii. Exterior door, perimeter, and garage lights shall be controlled by photocell and shall be left on during hours of darkness or diminished lighting.

iv. Prior to issuance of a building permit, the applicant shall submit a lighting plan to be reviewed and approved by the Police Department.

g. Numbering of Buildings

i. The address number of every building shall be illuminated during the hours of darkness so that it shall be easily visible from the street. The numerals in these numbers shall be no less than four inches in height and of a color contrasting with the background.

- Will the roof lines seem separated visually and not appear to be running together? Yes.
- Suggestion by Commission Savorn to work with Public Works to enhance pedestrian circulation and safety adjacent to the Ralphs Shopping Center. The Commission can move to request staff work with the applicant and public works to resolve this issue.
- Commissioner Savorn would like to add a condition to include a stamped walkway instead of plain concrete.

The Commissioners felt staff and the representatives for the project adequately addressed the above concerns and comments.

Action:

Motion 1: Commissioner Savorn moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to determine the project is exempt under Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act Guidelines (CEQA).

Motion 2: Commissioner Wentz moved, seconded by Commissioner Savorn, to adopt a resolution approving the Design Review for Project No. RC-04-092, subject to the Design Package, Findings, Evidence, and Modified Conditions of Approval (Item #10) to read staff will work with the Applicant and the Public Works Department to make a recommendation to the City Council to enhance public circulation.

Vote on the Motions:

AYES:	Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.

D. **Consideration of the Conditional Use Permit and Variance for KIMBERLY'S RESIDENTIAL CARE HOME – Project No. RC-04-065:**

Request: Applicant is requesting a Conditional Use Permit to allow the increase in capacity of a licensed residential care home for adults from 6 beds to 12 beds and a Variance to the required parking in the RD-10 (Residential) zone.
Project Applicant: Mike Tampus, 2218 Bucks Creek Court, Gold River, CA, 95670.
Project Location: APN: 072-0151-022, 10512-10514 Mills Tower Drive.

DRAFT

Assistant Planner, Kathle en Franklin presented the staff report and recommended the Planning Commission find the Negative Declaration prepared for the project is adequate in addressing the impacts of the project and that the project would not have a significant effect on the environment and adopt Resolution No. 13-2004 approving a Conditional Use Permit to allow a residential care facility for 12 adults and a Variance for reduction of one required parking space for Project No. RC-04-065, subject to the Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Sergeant Kobyashi, Police Department and Mike Tampas, project Applicant.

The Commissioners had the following concerns and comments:

- Will the two on-site supervisors be subject to unannounced spot checking? Yes.
- Will the police department and staff be working together on the procedures of the care home? Yes.
- If the additional phone that the residents are using is not legally required could it be removed? Yes.
- Would the neighborhood be considered a moderate crime area? Yes.
- Who monitors the resident medication if they leave the home and do not return? No one. Staff monitors the medication.
- What are staff qualifications to monitor residents? Staff will have continuing education and be licensed.
- Would the police department be willing to revise the condition that there will be two un-paid staff members? Yes.
- Commissioner Wentz commented that he lives near the project site and until recently was unaware that the home existed in the area; consequently, has not experienced any major problems with the use at this location.

The Commissioners felt staff and the representatives for the project adequately addressed the above concerns and comments.

Action:

Motion 1: Commissioner Wentz moved, seconded by Commissioner Moe, to recommend the Planning Commission find the Negative Declaration prepared for the project is adequate in addressing the impacts of the project and that the project would not have a significant effect on the environment.

Motion 1: Commissioner Konarski moved, seconded by Vice Chair Vance, to recommend the Planning Commission deny Resolution No. 13-2004 requesting a Conditional Use Permit to allow a residential care facility for 12 adults and a Variance for reduction of one required parking space for Project No. RC-04-065, subject to the Findings, Evidence, and Modified

Conditions of Approval (Item #4) to read that there will be only 1 paid staff instead of 2 paid staff on site.

Roll Call Vote on the Motions:

AYES:	Burke, Konarski, Moe, Savorn, Vance, Wentz
NOES:	Smith
ABSTAIN:	NONE
ABSENT:	NONE

There being 6 Ayes, 1 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.

E-F. **Consideration of the Design Review Revision for 3791 and 3806 RECYCLE ROAD– Project No. RC-04-082 and RC-04-084:**

Request: Applicant is requesting a Design Review Revision to modify the architectural design feature on a metal industrial building in the M2 (Heavy Industrial) zone.
Project Applicant: Ken Philp, 9497 San Paulo Circle, Elk Grove, CA, 95642
Project Location: APN: 072-0550-011, 3791 Recycle Road.

Principal Planner Bill Campbell presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to deny the request to modify the approved design for Project No. RC-04-082. Chair Smith opened the public hearing and took testimony from Ken Phelp and Bill Moore, project Applicants.

The Commissioners had the following concerns and comments:

- Did the fire department have concerns about the fire door being blocked by the architectural feature when the project application was originally submitted? No.
- Where is the fire door? It's behind and to the left of the feature.
- When the projects were initially approved by City Council, were there any issues or concerns at that time for a desire to plant trees instead of the architectural feature? No.
- Is the fire door a door into the fire riser? Yes.
- Were alternative designs submitted to staff to be considered? Yes and it was reviewed by staff, but not supported.

The Commissioners felt staff and the representative for the project adequately addressed the above concerns and comments.

DRAFT

Kimberly's Residential Care Home
10514 Mills Tower Drive
Rancho Cordova, CA 95670

September 8, 2004

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RE: Use Permit for Kimberly's Residential Care Home
04-065 Kimberly's Care Home

Dear Kathleen:

This is in regards to the letter sent to you from the Sacramento County Sheriff's Department. I understand that they are not in support of this project of housing of mentally ill patients within a residential neighborhood. They further suggested that if Kimberly's Residential Care Home decides to house adult or senior residents then they will support the project.

WE ARE ALREADY AN ADULT RESIDENTIAL CARE FACILITY.

Kimberly's Residential Care Home is an Adult Residential Care Facility currently taking care of the adult mentally ill population. Kimberly's is an all adult female only facility. Kimberly's Residential Care Home will celebrate its 19th year anniversary of operation the 29th of this month. The owners Mike and Elizabeth Tampus lived in the facility for seven years and had two children during that period. Kimberly's Home is a house in a duplex building. During the first seven years of operation my family and I shared the house with our residents and lived in the other half. The residents/clients love children and they were allowed to baby sit them once in a while. Some of our clients/residents have been with us for as long as 15 years because they love us and we care about them.

Kimberly's Residential Care Home does not admit clients/residents that have problems with drugs and alcohol or who have a history of drug/alcohol addiction or sex-related offenses. These are not violent people. For the past 19 years of operation there have been no complaints from the neighbors of any problems mentioned above. Community Care Licensing who regulates all care homes in the State could testify of our good records of operation.

It seems to me that the impression of the Sheriff's department is that Kimberly's will be housing children between the ages from infant to 18 years of age of whom would be

categorized as residents in a "Group Home." These populations are considered problematic to society and most communities do not want them in their neighborhoods.

KIMBERLY'S RESIDENTIAL CARE HOME IS NOT A GROUP HOME.

As for the letter from the Sacramento County Sheriff's Department, parts 1 to 3 do not apply to Kimberly's Residential Care Home.

Kathleen, as you mentioned to me, one of the big problems about my application for Use Permit is the lack of parking space at this location. We have been taking care of 12 residents since 1992. Since then I have moved my family out to our own residence. I have converted the half of the duplex where I lived for seven years, into a room and board for independent living residents. Since then we have not had any problems with parking. All of the clients/residents in the facility do not own vehicles and can not drive for they are under the influence of medication. So please let Kimberly's Residential Care Home continue serving those special population that needed a home of their own.

The females that live in Kimberly's Residential Care Home are normal people with disabilities. Most of them have gone to school, gotten married, had children, raised families, and lived a life very much similar to how we live our everyday lives. Not allowing them to live in our own community would be denying them their attempt to achieve an independent life. They are put in residential facilities and real communities to help them become higher functioning adults.

Many of our residents have left us because they have achieved this. They have received education and work in their careers in order to support themselves. They are able to live alone and independently because this is the goal for most of them. If you had a relative, a friend, or someone you knew who had a disability, you would want this for them as well. Preventing them from living lives we want for ourselves and the ones we care about would be discrimination.

Thank you for this opportunity.

Sincerely,

Mike Tamplis

Attachment 6

State of California

Department of Social Services

Facility Number: 340309353
Effective Date: 09/29/92 Total Capacity: 12

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues CAPACITY CHANGE EFFECTIVE DATE: 01/28/04

this License to

TAMPUS, MIKE G.

to operate and maintain a ADULT RESIDENTIAL

Name of Facility

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA CA 95670

This License is not transferable and is granted solely upon the following:

AMBULATORY ONLY. SERVING MENTALLY DISABLED ADULTS, AGES 18-59.

Client Groups Served: M.D.

Complaints regarding services provided in this facility should be directed to:
NO. CAL CR/RES. DISTRICT OFFICE (916) 263-4700

David Dodds
Deputy Director,
Community Care Licensing Division

Authorized Representative
of Licensing Agency

POST IN A PROMINENT PLACE

LIC 203A (1/04)

CU-PA018

Attachment 7

AGREEMENT

THIS AGREEMENT is made and entered into as of this 1st day of July, 2004, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME, a sole proprietorship, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, Sacramento County Department of Health and Human Services desires to provide Mental Health Services to residents of Sacramento County; and

WHEREAS, the Sacramento County Board of Supervisors approved Resolution Number 2004-0580 on May 18, 2004 authorizing the Department of Health and Human Services to enter into an agreement with CONTRACTOR as a provider of adult supplemental mental health services in a licensed community care facility; and

WHEREAS, CONTRACTOR has appropriate staffing and facilities to provide supplemental mental health services for Adults residing in Sacramento County; and

WHEREAS, CONTRACTOR desires to provide supplemental mental health services to severely and persistently mentally ill adults residing in Sacramento County; and

WHEREAS, the authority to enter into such Agreement has been delegated to the Director of the Department of Health and Human Services pursuant to Sacramento County Code section 2.61.100 (a)1; and

WHEREAS, COUNTY AND CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

I. SCOPE OF SERVICES

CONTRACTOR shall provide services in the amount, type and manner described in Exhibit A, which is attached hereto and incorporated herein.

II. TERM

This Agreement shall be effective and commence as of the date first written above and shall end on June 30, 2005.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

DIRECTOR
Department of Health & Human Services
7001-A East Parkway, Suite 1000
Sacramento, CA 95823

TO CONTRACTOR

Tampus dba: Kimberly's Residential Care Home
2218 Buck Creeks Court
Gold River, CA 95670

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable Federal, State, and County laws, regulations and ordinances.

V. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

VI. LICENSES AND PERMITS

CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies, including any certification and credentials required by COUNTY. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.

VII. PERFORMANCE STANDARDS

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONTRACTOR's services. COUNTY may evaluate CONTRACTOR's performance of the scope of services provided in Exhibit A in accordance with performance outcomes determined by COUNTY. CONTRACTOR shall maintain such records concerning performance outcomes as required by COUNTY and provide the records to COUNTY upon request.

VIII. OWNERSHIP OF WORK PRODUCT

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONTRACTOR hereunder shall be the exclusive property of COUNTY and shall be delivered to COUNTY upon completion of the services authorized hereunder. CONTRACTOR may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by COUNTY. COUNTY recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONTRACTOR's services and are not designed for use other than what is intended by this Agreement.

IX. STATUS OF CONTRACTOR

A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR's assigned personnel shall not be entitled to any benefits payable to employees of COUNTY. COUNTY is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this Agreement; and as an independent contractor, CONTRACTOR hereby indemnifies and holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

B. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONTRACTOR for accomplishing the results.

C. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such person shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR, and the COUNTY shall have no right or authority over such persons or the terms of such employment.

D. It is further understood and agreed that as an independent contractor and not an employee of COUNTY, neither the CONTRACTOR nor CONTRACTOR's assigned personnel shall have any entitlement as a COUNTY employee, right to act on behalf of COUNTY in any capacity whatsoever as agent, nor to bind COUNTY to any obligation whatsoever. CONTRACTOR shall not be covered by worker's compensation; nor shall CONTRACTOR be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life and other insurance programs, or entitled to other fringe benefits payable by the COUNTY to employees of the COUNTY.

E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel under the terms and conditions of this Agreement.

X. CONTRACTOR IDENTIFICATION

CONTRACTOR shall provide the COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code Section 1088.8 and Sacramento County Code Chapter 2.160: CONTRACTOR's name, address, telephone number, social security number and whether dependent health insurance coverage is available to CONTRACTOR.

XI. COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT REPORTING OBLIGATIONS

A. CONTRACTOR's failure to comply with state and federal child, family and spousal support reporting requirements regarding a CONTRACTOR's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.

B. CONTRACTOR's failure to cure such default within 90 days of notice by COUNTY shall be grounds for termination of this Agreement.

XII. BENEFITS WAIVER

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

XIII. CONFLICT OF INTEREST

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

XIV. USE OF FUNDS

It is understood and agreed that no funds provided by COUNTY pursuant to this Agreement shall be used by CONTRACTOR for any political activity or political contribution.

XV. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES

A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subcontractors shall comply with all applicable federal, state, and local anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.

B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code § 12900 et seq.), and regulations and guidelines issued pursuant thereto.

C. CONTRACTOR agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable antidiscrimination laws and this provision.

D. CONTRACTOR shall include this nondiscrimination provision in all subcontracts related to this Agreement.

XVI. INDEMNIFICATION

CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages and costs, including reasonable attorney's fees, arising out of or resulting from the performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder.

XVII. INSURANCE

Without limiting CONTRACTOR's indemnification, CONTRACTOR shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance as specified in Exhibit B. It is the responsibility of CONTRACTOR to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified in Exhibit B. It is understood and agreed that COUNTY shall not pay any sum to CONTRACTOR under this Agreement unless and until COUNTY is satisfied that all insurance required by this Agreement is in force at the time services hereunder are rendered. Failure to maintain insurance as required in this Agreement may be grounds for material breach of contract.

XVIII. INFORMATION TECHNOLOGY ASSURANCES

CONTRACTOR warrants that any hardware, software, and/or embedded chip devices used by CONTRACTOR in the performance of services under this Agreement, other than those owned or provided by COUNTY, shall be free from viruses and date related issues, and shall accurately process without error date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, the years 1999 and 2000, and leap year calculations. CONTRACTOR's indemnification obligations to COUNTY under this Agreement shall apply to claims, liability, loss, injury, or damage resulting from the failure of any such hardware, software, and/or embedded chip devices to perform in compliance with this standard. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to COUNTY under this Agreement.

XIX. WEB ACCESSIBILITY

CONTRACTOR shall ensure that all web sites and web applications provided by CONTRACTOR pursuant to this Agreement shall comply with COUNTY'S Web Accessibility Policy adopted by the Board of Supervisors on February 18, 2003 as well as any approved amendment thereto.

XX. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

A. Compensation under this Agreement shall be limited to the Maximum Total Payment Amount set forth in Exhibit C, or Exhibit C as modified by COUNTY in accordance with express provisions in this Agreement.

B. CONTRACTOR shall submit an invoice on the forms and in accordance with the procedures prescribed by COUNTY on a monthly basis. Invoices shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the invoice period, and COUNTY shall pay CONTRACTOR within thirty (30) days after receipt of an appropriate and correct invoice.

C. COUNTY operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by COUNTY unless CONTRACTOR has obtained prior written COUNTY approval to the contrary.

D. CONTRACTOR shall maintain for four years following termination of this Agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.

E. In the event CONTRACTOR fails to comply with any provisions of this Agreement, COUNTY may withhold payment until such non-compliance has been corrected.

XXI. LEGAL TRAINING INFORMATION

If under this Agreement CONTRACTOR is to provide training of County personnel on legal issues, then CONTRACTOR shall submit all training and program material for prior review and written approval by County Counsel. Only those materials approved by County Counsel shall be utilized.

XXII. SUBCONTRACTS, ASSIGNMENT

A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.

B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

XXIII. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

XXIV. SUCCESSORS

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

XXV. TIME

Time is of the essence of this Agreement.

XXVI. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XXVII. DIRECTOR

As used in this Agreement, "DIRECTOR" shall mean the Director of the Department of Health and Human Services, or his/her designee.

XXVIII. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. If the dispute cannot be resolved by mutual agreement, nothing herein shall preclude either party's right to pursue remedy or relief by civil litigation, pursuant to the laws of the State of California.

XXIX. TERMINATION

A. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).

B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by

COUNTY. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.

C. COUNTY may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof; 2) if funds in COUNTY's yearly proposed and/or final budget are not appropriated by COUNTY for this Agreement or any portion thereof; or 3) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by County as a result of mid-year budget reductions.

D. If this Agreement is terminated under paragraph A or C above, CONTRACTOR shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.

E. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expense obligations to a third party that CONTRACTOR can legally cancel.

XXX. REPORTS

CONTRACTOR shall, without additional compensation therefore, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

XXXI. AUDITS AND RECORDS

Upon COUNTY's request, COUNTY or its designee shall have the right at reasonable times and intervals to audit, at CONTRACTOR's premises, CONTRACTOR's financial and program records as COUNTY deems necessary to determined CONTRACTOR's compliance with legal and contractual requirements and the correctness of claims submitted by CONTRACTOR. CONTRACTOR shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon COUNTY's request at COUNTY's expense.

XXXII. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

XXXIII. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

XXXIV. DEBARMENT OR SUSPENSION

45 CFR Part 76.100 (Code of Federal Regulations), which applies to any contract that receives Federal funding, provides that Federal funds may not be used if the contractor is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. If 45 CFR Part 76.100 applies to this Agreement, then CONTRACTOR shall execute the Certification Regarding Debarment And Suspension contained in Exhibit F attached hereto and incorporated by reference herein, and shall comply with its provisions.

XXXV. CHARITABLE CHOICE 45 CFR PART 54

CONTRACTOR certifies that if it identified as a faith-based religious organization, and receives direct funding of substance abuse prevention and treatment services under the Substance Abuse Prevention and Treatment Block Grant (SAPT), the Projects for Assistance in Transition from Homelessness (PATH) formula grant program, Substance Abuse and Mental Health Services Administration (SAMSHA), or Temporary Assistance to Needy Families (TANF) discretionary grants that:

1. CONTRACTOR shall adhere to the requirements contained in Title 42, Code of Federal Regulations (CFR) Part 54;

2. CONTRACTOR's services shall be provided in a manner consistent with the Establishment Clause and the Free Exercise Clause of the First Amendment of the United States Constitution (42 CFR Part 54.3);

3. If CONTRACTOR offers inherently religious activities, they shall be provided separately, in time or location, from the programs or services for which the organization receives funds from Federal, State or local government sources. Participation in religious activities must be voluntary for program beneficiaries (42 CFR Part 54.4);

4. CONTRACTOR shall not expend any Federal, State or local government funds to support any inherently religious activities such as worship, religious instruction, or proselytization (42 CFR Part 54.5);

5. CONTRACTOR shall not, in providing program services or engaging in outreach activities under applicable programs, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice (42CFR Part 54.7);

6. CONTRACTOR shall inform program beneficiaries that they may refuse to participate in any religious activities offered by CONTRACTOR;

7. CONTRACTOR shall inform program beneficiaries that, if they object to the religious character of the program, they have the right to a referral to an alternate service provider to which they have no objections (42 CFR Part 54.8); and,

8. CONTRACTOR shall, within a reasonable time of learning of a beneficiary's objection to the religious character of the program, refer the program beneficiary to an alternate service provider (42 CFR Part 54.8).

If 42 U.S.C. 2000e-1 regarding employment practices is applicable to this Agreement, it shall supersede 42 CFR Part 54.7 to the extent that 42 CFR Part 54.7 conflicts with 42 U.S.C. 2000e-1.

XXXVI. ADDITIONAL PROVISIONS

The additional provisions contained in Exhibits A, B, C, D, E, and F attached hereto are part of this Agreement and are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO, a political subdivision of the State of California

By _____
James W. Hunt, Director, Department of Health and Human Services. Approval delegated pursuant to Sacramento County Code Section 2.61.012 (h)

Date: 6-30-04

TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME

By _____
Mike or Elizabeth Tampus, Owners

Date: 6-17-04

REVIEWED AND APPROVED BY COUNTY COUNSEL

By: 2.61.014(b) Date: _____

EXHIBIT A to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME
hereinafter referred to as "CONTRACTOR"

SERVICE REQUIREMENTS

I. SERVICE LOCATION(S)

Facility Name(s):	Tampus dba: Kimberly's Residential Care Home
Street Address:	2218 Buck Creeks Court
City and Zip Code:	Gold River, 95670

II. SERVICE PERFORMANCE MONITOR

Title:	Program Coordinator (currently Janet Gaborek)
Organization:	Department of Health and Human Services, Mental Health Division
Street Address:	7001-A East Parkway, Ste. 300
City and Zip Codes:	Sacramento, CA 95823

III. DESCRIPTION OF SERVICES

CONTRACTOR shall provide, in a licensed community care facility, the following services in addition to basic Board and Care services:

A. CONTRACTOR shall cooperate with COUNTY staff in developing a facility program plan to meet the goals, objectives, and activities outlined in each designated client's supplemental service plan subsequent to assessment, referral and authorization by Service Performance Monitor. The client supplemental service plan shall be developed by the facility administrator in conjunction with the client and the COUNTY's designated service coordinator.

B. CONTRACTOR shall comply with the requirements mandated for culturally competent services to diverse populations as outlined in the Sacramento County Phase II Consolidation of Medi-Cal Specialty Mental Health Services—Cultural Competence Plan.

C. CONTRACTOR shall meet the specialized needs of mentally disordered adults, as specified in the facility program plan and the client service plan. Services may include, but shall not be limited to, the following:

1. Provide or arrange transportation to meet the client's mental health and medical needs.
2. Encourage the client to take responsibility for their own treatment by supporting their stated goals.
3. Promote the client's independence by providing support and training with independent living skills (ie budgeting, shopping, leisure skills, adequate grooming, utilizing public transportation)
4. Assist the client to learn social relationship skills. (i.e. communication with others and appropriate social behavior).
5. Attend monthly provider meetings with the ACT monitor. Participate in client related meetings and treatment planning as needed with outside agency providers.
6. Assist the client in becoming responsible for self-medication, as prescribed by the treating physician.
7. Provide close supervision of, and intensive interactions with, clients who require the management of difficult behavioral problems, consistent with the client's service plan.

IV. STAFFING

A. CONTRACTOR shall provide adequate staffing to ensure the delivery of supplemental services as specified in this Agreement. At no time during the term of this contract will the staffing be less than that required by the State Community Care Licensing Regulations.

B. Staff providing services to clients eligible for the ACT Program shall have language skills to effectively communicate with the clients.

C. CONTRACTOR shall ensure that all supervisory staff has a minimum of twenty (20) hours of training per year in relevant mental health programming certified by a recognized residential care association or approved by COUNTY. CONTRACTOR is encouraged to participate in COUNTY's training activities when offered. Training hours are monitored by the Community Care and Licensing Department. The ACT monitor can request proof of trainings.

V. ACCEPTANCE OF REFERRALS

CONTRACTOR shall provide COUNTY with a right of first refusal for not less than six (6) beds, which have been certified by COUNTY for participation in the ACT Program. CONTRACTOR shall not utilize those beds for any other clients or purposes unless Service Performance Monitor fails to refer clients in a timely manner. Referrals shall be submitted by referring agencies to the ACT monitor. The ACT monitor will screen the client to determine if the client meets admission criteria. If the client meets admission criteria, the ACT monitor will refer the client to the appropriate ACT home. CONTRACTOR shall retain the right to refuse, for good cause, to accept any specific client referred by Service Performance Monitor to CONTRACTOR.

VI. PRIOR AUTHORIZATION

A. Service Performance Monitor shall certify each client for a specific Level of Care.

1. Certification shall not be effective beyond six (6) months from the date issued. Service Performance Monitor may decertify any or all clients at any time by written notice thereof.

B. Payment to CONTRACTOR, for supplemental services provided to client shall be based upon level of care specified in such Certification, and COUNTY shall make no payment for a client or clients receiving supplemental services unless such client or clients are currently certified at the time such services are provided.

C. Supplemental services authorized under the terms of this Agreement shall be reimbursed at the rates set forth in Exhibit C of this Agreement regardless of the date of delivery of such authorized services.

EXHIBIT B to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY",
and TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

INSURANCE REQUIREMENTS FOR CONTRACTORS

Without limiting CONTRACTOR's indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives or employees. COUNTY shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the County Risk Manager, insurance provisions in these requirements do not provide adequate protection for COUNTY and for members of the public, COUNTY may require CONTRACTOR to obtain insurance sufficient in coverage, form and amount to provide adequate protection. COUNTY's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

I. VERIFICATION OF COVERAGE

CONTRACTOR shall furnish the COUNTY with certificates evidencing coverage required below. **Copies of required endorsements must be attached to provided certificates.** The County Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of the COUNTY and the general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by the County before performance commences. The COUNTY reserves the right to require that CONTRACTOR provide complete, certified copies of any policy of insurance offered in compliance with these specifications.

II. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

A. **General Liability**: Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by the County Risk Manager.

B. **Automobile Liability**: Insurance Services Office's Commercial Automobile Liability coverage form CA-0001.

1. Commercial Automobile Liability: auto coverage symbol "1" (any auto) for corporate/business owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply.

2. Personal Lines automobile insurance shall apply if vehicles are individually owned.

C. **Workers' Compensation**: Statutory requirements of the State of California and Employer's Liability Insurance.

D. **Professional Liability** *or* Errors and Omissions Liability insurance appropriate to the CONTRACTOR's profession.

E. **Umbrella** or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and any other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

III. MINIMUM LIMITS OF INSURANCE

CONTRACTOR shall maintain limits no less than:

A. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	$2,000,000
Products Comp/Op Aggregate:	$2,000,000
Personal & Adv. Injury:	$1,000,000
Each Occurrence:	$1,000,000
Fire Damage:	$ 100,000

Building Trades Contractors and Contractors engaged in other projects of construction shall have their general liability Aggregate Limit of Insurance endorsed to apply separately to each job site or project, as provided for by Insurance Services Office form CG-2503 Amendment-Aggregate Limits of Insurance (Per Project).

B. Automobile Liability:

1. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, $1,000,000 Combined Single Limit.

2. Personal Lines Automobile Liability for Individually owned vehicles, $250,000 per person, $500,000 each accident, $100,000 property damage.

C. Workers' Compensation: Statutory.

D. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

E. Professional Liability or Errors and Omissions Liability: $1,000,000 per claim and aggregate.

IV. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by the COUNTY.

V. CLAIMS MADE PROFESSIONAL LIABILITY INSURANCE

If professional liability coverage is written on a Claims Made form:

A. The "Retro Date" must be shown, and must be on or before the date of the Agreement or the beginning of Agreement performance by CONTRACTOR.

B. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.

C. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

VI. OTHER INSURANCE PROVISIONS

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provision:

A. All Policies:

1. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of the COUNTY and the general public are adequately protected.

2. **Maintenance of Insurance Coverage:** The CONTRACTOR shall maintain all insurance coverages in place at all times and provide the COUNTY with evidence of each policy's renewal ten (10) days in advance of its anniversary date. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' written notice for cancellation or sixty (60) days' written notice for non-renewal has been given to the COUNTY. For non-payment of premium 10 days' prior written notice of cancellation.

VII. COMMERCIAL GENERAL LIABILITY AND/OR COMMERCIAL AUTOMOBILE LIABILITY

A. **Additional Insured Status:** The COUNTY, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of the CONTRACTOR; products and completed operations of the CONTRACTOR; premises owned, occupied or used by the CONTRACTOR; or automobiles owned, leased, hired or borrowed by the CONTRACTOR. The coverage shall contain no endorsed limitations on the scope of protection afforded to the COUNTY, its officers, directors, officials, employees, or volunteers.

B. **Civil Code Provision:** Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

C. **Primary Insurance:** For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be endorsed to be primary insurance as respects the COUNTY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, directors, officials, employees, or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

D. **Severability of Interest:** The CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

E. **Subcontractors:** CONTRACTOR shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONTRACTORs subcontractor.

VIII. WORKERS' COMPENSATION

Workers' Compensation Waiver of Subrogation: The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against the COUNTY, its officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by the CONTRACTOR.

IX. PROPERTY

A. Course of Construction (COC) Waiver of Subrogation: Any Course of Construction (COC) policies maintained by the CONTRACTOR in performance of the Agreement shall contain the following provisions:

1. The COUNTY shall be named as loss payee.

2. The Insurer shall waive all rights of subrogation against the COUNTY.

B. Inland Marine Waiver of Subrogation: Any Inland Marine insurance policies maintained by the CONTRACTOR in performance of the Agreement shall be endorsed to state that the insurer shall waive all rights of subrogation against the COUNTY.

X. NOTIFICATION OF CLAIM

If any claim for damages is filed with CONTRACTOR or if any lawsuit is instituted against CONTRACTOR, that arise out of or are in any way connected with CONTRACTOR's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect COUNTY, CONTRACTOR shall give prompt and timely notice thereof to COUNTY. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

EXHIBIT C to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

BUDGET REQUIREMENTS

I. MAXIMUM PAYMENT TO CONTRACTOR

A. The Maximum Total Payment Amount under this Agreement is **$1,352,396.00.**

B. CONTRACTOR shall receive payment for services rendered in the order that CONTRACTOR's claim is received by COUNTY. If COUNTY determines that the total amount of claims received from all providers of supplemental care and treatment services for mentally ill adults in Sacramento County exceeds **$1,352,396.00,** COUNTY shall immediately notify CONTRACTOR or this fact by certified mail. Upon receipt of such notification, CONTRACTOR shall be under no further obligation to provide any additional services under the Agreement.

C. CONTRACTOR understands and agrees that COUNTY's obligation to pay for any services rendered by CONTRACTOR pursuant to this Agreement shall be limited to paying claims submitted by CONTRACTOR in the order received until the total allocation of **$1,352,396.00** as referenced above is exhausted. Once said amount is exhausted, CONTRACTOR shall no be entitled to any payment for any services rendered pursuant to this Agreement, regardless of whether or not CONTRACTOR has received the notice specified in subdivision B. of this section.

II. COMPENSATION FOR SERVICES

A. In addition to Paragraph XIX of this Agreement, COUNTY shall make payments on a monthly basis for services rendered during the preceding month upon the receipt of invoices for services submitted by CONTRACTOR in accordance with the Department of Health and Human Services publication, Division of Mental Health Provider Manual, and any revision to that publication. DIRECTOR may withhold a percentage of the final invoice until receipt by DIRECTOR of a complete and accurate cost report.

B. CONTRACTOR shall, in calculating the net amount due from COUNTY, deduct from the gross billing the following: (1) all grants received, identifying the source of said grants; (2) amounts paid or payable to CONTRACTOR by patients or third parties. Failure to reflect such deductions shall be deemed a breach of this Agreement.

C. It is understood that the validity of such monthly billings, in terms of their compliance with state regulations, is subject to the review of the State of California and that COUNTY will be making payments on said billings in advance of said review and approval by the State, and in advance of the reimbursement by the State to COUNTY for sums expended thereunder. In the event any claim is disapproved by the State, CONTRACTOR shall take all actions necessary to obtain such approval. In the event that COUNTY is not reimbursed by the State for any amount it has paid to CONTRACTOR hereunder, CONTRACTOR shall reimburse COUNTY in the amount of such overpayment within thirty (30) days, or at the sole discretion of DIRECTOR COUNTY may withhold such amounts from any payments due under this Agreement or any successor agreement.

D. It is understood that any records of revenues or expenditures under this Agreement may be subject to compliance with federal or state regulations and may be audited by the appropriate federal, state or county agency. In the event of audit disallowance of any claimed cost which is subject to compliance with state or federal Regulations, COUNTY shall not be liable for any lost revenue resulting therefrom.

E. Any funds due and owing to COUNTY may be collected, at the sole discretion of DIRECTOR, by cash payment or by a credit on funds due to be paid to CONTRACTOR under the terms of this Agreement.

F. If a post-agreement audit, conducted in accordance with generally accepted auditing standards, finds that the actual aggregate costs for services furnished pursuant to this Agreement are lower than the payments made by COUNTY, or if any payments made by COUNTY are not reimbursable in accordance with the terms of the Short-Doyle Act, or any regulations applicable to any funds administered through the Short-Doyle system, the difference shall be repaid by CONTRACTOR by cash payment or, at the sole discretion of DIRECTOR, as a credit on future billings. If such post-agreement audit finds that the actual costs of services furnished hereunder are higher than the payments made by COUNTY, then the difference shall be paid to CONTRACTOR, up to the maximum obligation of this Agreement. That portion of the actual costs that exceeds the provisional rates will not be paid unless documented by previously submitted reports of estimated operational cost increases.

III. USE OF FUNDS AND PAYMENT LIMITATION

A. CONTRACTOR shall use the funds provided by COUNTY exclusively for the purposes of performing the services described in Exhibit "A".

B. Exhibit C shall be the basis for and limitation of payments by COUNTY to CONTRACTOR for the services described in this Agreement. COUNTY shall pay to CONTRACTOR a sum not to exceed the lesser of:

1. The amount shown in accordance with the Supplemental Rate Table I and Table II below, or

2. The actual net cost of services provided under this Agreement determined in accordance with the procedures and audit provisions set forth in Paragraph XIX of this Agreement and Paragraph II of this Exhibit.

C. Final settlement of COUNTY reimbursement to CONTRACTOR, based on CONTRACTOR's year-end cost report, shall not exceed any applicable maximum unit rate established by the State Departments of Mental Health or Health Services for the average costs per unit of service in the applicable Cost Reporting/Data Collection service functions.

D. This Exhibit C is subject to revision upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice of revision, CONTRACTOR shall adjust services accordingly. Said revisions shall constitute an amendment to this Agreement.

TABLE I
SUPPLEMENTAL RATES
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH
FISCAL YEAR 2004/2005
LEVEL I

DAYS IN FACILITY	NUMBER OF DAYS IN THE MONTH			
	28 DAYS	29 DAYS	30 DAYS	31 DAYS
1	$18.57	$17.93	$17.33	$16.77
2	$37.14	$35.86	$34.67	$33.55
3	$55.71	$53.79	$52.00	$50.32
4	$74.29	$71.72	$69.33	$67.10
5	$92.86	$89.66	$86.67	$83.87
6	$111.43	$107.59	$104.00	$100.65
7	$130.00	$125.52	$121.33	$117.42
8	$148.57	$143.45	$138.67	$134.19
9	$167.14	$161.38	$156.00	$150.97
10	$185.71	$179.31	$173.33	$167.74
11	$204.29	$197.24	$190.67	$184.52
12	$222.86	$215.17	$208.00	$201.29
13	$241.43	$233.10	$225.33	$218.06
14	$260.00	$251.03	$242.67	$234.84
15	$278.57	$268.97	$260.00	$251.61
16	$297.14	$286.90	$277.33	$268.39
17	$315.71	$304.83	$294.67	$285.16
18	$334.29	$322.76	$312.00	$301.94
19	$352.86	$340.69	$329.33	$318.71
20	$371.43	$358.62	$346.67	$335.48
21	$390.00	$376.55	$364.00	$352.26
22	$408.57	$394.48	$381.33	$369.03
23	$427.14	$412.41	$398.67	$385.81
24	$445.71	$430.34	$416.00	$402.58
25	$464.29	$448.28	$433.33	$419.35
26	$482.86	$466.21	$450.67	$436.13
27	$501.43	$484.14	$468.00	$452.90
28	$520.00	$502.07	$485.33	$469.68
29		$520.00	$502.67	$486.45
30			$520.00	$503.23
31				$520.00

LEVEL I MAXIMUM MONTHLY RATE: $520.00

TABLE II
SUPPLEMENTAL RATES
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH
FISCAL YEAR 2004/2005
LEVEL 2

DAYS IN FACILITY	NUMBER OF DAYS IN THE MONTH			
	28 DAYS	29 DAYS	30 DAYS	31 DAYS
1	$22.86	$22.07	$21.33	$20.65
2	$45.71	$44.14	$42.67	$41.29
3	$68.57	$66.21	$64.00	$61.94
4	$91.43	$88.28	$85.33	$82.58
5	$114.29	$110.34	$106.67	$103.23
6	$137.14	$132.41	$128.00	$123.87
7	$160.00	$154.48	$149.33	$144.52
8	$182.86	$176.55	$170.67	$165.16
9	$205.71	$198.62	$192.00	$185.81
10	$228.57	$220.69	$213.33	$206.45
11	$251.43	$242.76	$234.67	$227.10
12	$274.29	$264.83	$256.00	$247.74
13	$297.14	$286.90	$277.33	$268.39
14	$320.00	$308.97	$298.67	$289.03
15	$342.86	$331.03	$320.00	$309.68
16	$365.71	$353.10	$341.33	$330.32
17	$388.57	$375.17	$362.67	$350.97
18	$411.43	$397.24	$384.00	$371.61
19	$434.29	$419.31	$405.33	$392.26
20	$457.14	$441.38	$426.67	$412.90
21	$480.00	$463.45	$448.00	$433.55
22	$502.86	$485.52	$469.33	$454.19
23	$525.71	$507.59	$490.67	$474.84
24	$548.57	$529.66	$512.00	$495.48
25	$571.43	$551.72	$533.33	$516.13
26	$594.29	$573.79	$554.67	$536.77
27	$617.14	$595.86	$576.00	$557.42
28	$640.00	$617.93	$597.33	$578.06
29		$640.00	$618.67	$598.71
30			$640.00	$619.35
31				$640.00

LEVEL 2 MAXIMUM MONTHLY RATE: $640.00

EXHIBIT D to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME ,
hereinafter referred to as "CONTRACTOR"

ADDITIONAL PROVISIONS

I. LAWS, STATUTES AND REGULATIONS

A. CONTRACTOR shall abide by all applicable State, Federal and County laws, statutes and regulations, including but not limited to the Bronzan-McCorquedale Act (Welfare and Institutions Code, Divisions 5, 6, and 9, Sections 5600 et seq., and Section 4132.44), Title 9 and Title 22 of the California Code of Regulations, Title XIX of the Social Security Act, State Department of Mental Health Policy Letters, and Title 42 of the Code of Federal Regulations, Section 434.6 and 438.608, in carrying out the requirements of this Agreement.

B. CONTRACTOR will comply with all Policies and Procedures adopted by COUNTY to implement Federal/State laws and regulations.

II. LICENSING, CERTIFICATION AND PERMITS

A. CONTRACTOR agrees to furnish professional personnel in accordance with the regulations, including all amendments thereto, issued by the State of California or COUNTY. CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the minimum of staff required by law for provision of services hereunder; such personnel shall be qualified in accordance with all applicable laws and regulations.

B. CONTRACTOR shall make available to COUNTY, on request of DIRECTOR, a list of the persons who will provide services under this Agreement. The list shall state the name, title, professional degree, and work experience of such persons.

III. OPERATION AND ADMINISTRATION

A. CONTRACTOR agrees to furnish at no additional expense to COUNTY beyond the amounts identified as NET BUDGET/MAXIMUM PAYMENT TO CONTRACTOR in Exhibit C, all space, facilities, equipment, and supplies necessary for its proper operation and maintenance.

B. CONTRACTOR, if incorporated, shall be in good standing and operate according to the provisions of its Articles of Incorporation and By-Laws. Said documents and any amendments thereto shall be maintained and retained by CONTRACTOR and made available for review or inspection by DIRECTOR at reasonable times during normal business hours.

C. CONTRACTOR shall forward to DIRECTOR all copies of its notices of meetings, minutes and public information, which are material to the performance of this Agreement.

IV. CONFIDENTIALITY

A. CONTRACTOR is subject to, and agrees to comply and require his or her employees to comply with the provisions of Sections 827, 5328, 5330, 5610 and 10850 of the Welfare and Institutions Code, Division 19-000 of the State of California Department of Social Services Manual of Policies and Procedures, Code of Federal Regulations Title 45, Section 205.50, and all other applicable laws and regulations to assure that:

1. All applications and records concerning an individual made or kept by CONTRACTOR, COUNTY, or any public officer or agency in connection with the Welfare and Institutions Code relating to any form of public social services or health services provided under this Agreement shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of such public social or health services.

2. No person will publish or disclose, or use or cause to be published, disclosed, or used, any confidential information pertaining to an applicant or recipient of services. Applicant and recipient records and information shall not be disclosed by CONTRACTOR to third parties without COUNTY's consent or the consent of the applicant/recipient.

B. CONTRACTOR is subject to, and agrees to comply when applicable, with the Health Insurance Portability and Accountability Act of 1996 (HIPPAA)(42 USC §1320d) and regulations promulgated thereunder by the U.S. Department of Health and Human Services and other applicable laws and regulations.

C. CONTRACTOR agrees to inform all of his/her employees, agents, subcontractors and partners of the above provisions and that knowing and intentional violation of the provisions of said State and Federal laws is a misdemeanor.

V. CLINICAL REVIEW AND PROGRAM EVALUATION

A. CONTRACTOR shall permit, at any reasonable time, personnel designated by DIRECTOR to come on CONTRACTOR's premises for the purpose of making periodic inspections and evaluations. CONTRACTOR shall furnish DIRECTOR with such information as may be required to evaluate fiscal and clinical effectiveness of the services being rendered.

B. DIRECTOR or his designee shall represent COUNTY in all matters pertaining to services rendered pursuant to this Agreement, including authorization for admission, care, and discharge of all clients for whom reimbursement is required under this Agreement.

VI. REPORTS

A. CONTRACTOR shall provide accurate and timely input of services provided in the Client Activity Tracking System (CATS), Mental Health Billing Authorization Reporting system (MHBAR) or any replacement system, in accordance with COUNTY'S Department of Health and Human Services' Division of Mental Health Provider Manual, so that COUNTY can generate a monthly report of the units of service performed.

B. In the event that CONTRACTOR is required to file cost settlement reports or pre-payment reports with Federal, State or County agencies, copies of such reports shall be filed with COUNTY, together with a reconciliation of all such reports and amounts covered by this Agreement to CONTRACTOR's total costs and revenues.

C. CONTRACTOR shall provide COUNTY with a fiscal year-end cost settlement report no later than sixty (60) days after the close of the fiscal year. Such report shall be in compliance with the Cost Reporting Data Collection Manual.

D. Upon request of DIRECTOR, CONTRACTOR shall provide COUNTY with a mid-fiscal year cost settlement report prepared in the same manner as the report required by subparagraph C., above, but which shall be due no later than 30 days after the close of the mid-fiscal year.

E. CONTRACTOR shall, without additional compensation therefore, make further fiscal, program evaluation and progress reports as may be reasonably required by DIRECTOR or by the State Department of Mental Health concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

VII. RECORDS

A. Patient Records: CONTRACTOR shall maintain adequate patient records on each individual patient, which shall include diagnostic studies, records of patient interviews, treatment plans, progress notes, and records of services provided by various professional and paraprofessional personnel, in sufficient detail to permit an evaluation of services. Such records shall comply with all applicable Federal, State and COUNTY record maintenance requirements.

B. Service and Financial Records: CONTRACTOR shall maintain complete service and financial records, which clearly reflect the actual cost and related fees received for each type of service for which payment is claimed. The patient eligibility determination and the fees charged to and collected from patients shall also be reflected therein. Any apportionment of costs shall be made in accordance with generally accepted accounting principles.

C. Review, Inspection, and Retention of Records: At reasonable times during normal business hours, the State Department of Mental Health, COUNTY or DIRECTOR, the appropriate audit agency of any of them, and the designee of any of them shall have the right to inspect or otherwise evaluate the cost, quality, appropriateness and timeliness of services

performed and to audit and inspect any books and records of CONTRACTOR which pertain to services performed and determination of amount payable under this Agreement. Upon expiration or termination of this Agreement all patient records shall be kept for a minimum of seven (7) years from the date of discharge and in the case of minors, for at least one (1) year after the minor patient's eighteenth (18th) birthday, but in no case less than seven (7) years from the date of discharge. Service and financial records shall be retained by CONTRACTOR for a minimum period of four (4) years after the termination of this Agreement, or until audit findings are resolved, whichever is later.

VIII. PATIENT FEES

A. The Uniform Method of Determining Ability to Pay prescribed by the State Director of Mental Health shall be applied when services to patients are involved.

B. Charges for services to either patients or persons responsible shall approximate estimated actual cost.

C. CONTRACTOR shall use the Uniform Billing and Collection Guidelines prescribed by the State Director of Mental Health (non-billing providers excluded).

IX. AUDIT/REVIEW REQUIREMENTS

A. The following standards are applicable to the Audits and Reviews required pursuant to this provision.

1. In the event that CONTRACTOR receives Federal funds, CONTRACTOR shall submit to DIRECTOR, on an annual basis either a financial and compliance audit (Audit) or Review of Documentation Supporting Requests for Reimbursement or limited scope audit (Review) as determined by paragraph B or C of this provision. Such annual Audit/Review must include a documented Reconciliation of the Cost Report(s) data for the Audit/Review period.

2. An independent auditor must prepare the Audit/Review. Audits shall be conducted in accordance with generally accepted auditing standards and the latest revision of the Government Auditing Standards issued by the Comptroller General of the United States and shall comply with OMB Circular A-133 (States, Local Governments and not-for-profit agencies). Reviews shall be conducted in accordance with either American Institute of Certified Public Accountants' (AICPA) generally accepted auditing standards (GAAS) or generally accepted accounting principles (GAAP).

3. The Audit/Review shall be performed on the basis of COUNTY's fiscal year; July 1 through June 30, unless CONTRACTOR's fiscal year is different, in which case it may be based on CONTRACTOR's fiscal year. If the Audit/Review is performed on the basis of CONTRACTOR's fiscal year, then the Reconciliation of the Cost Report data shall also be based on CONTRACTOR's fiscal year. If the Agreement is terminated for any reason during the contract period, the independent Audit/Review shall cover the entire period of the Agreement for which services were provided.

4. CONTRACTOR must submit to Sacramento County Department of Health and Human Services three (3) copies of the Audit/Review, as described in OMB Circular A-133, within the earlier of 30 days after receipt of the auditor's report(s) or no later than six months following the end of the contract year or termination of the Agreement. Should there be any delay anticipated, CONTRACTOR shall immediately inform DIRECTOR of the delay. The Audit/Review shall be sent to the following address:

Sacramento County DHHS, Fiscal Services
7001-A East Parkway
Sacramento, CA 95823

B. Pursuant to OMB circular A-133 if CONTRACTOR expends less than $500,000 per year in total Federal funds from all sources (excluding Drug/Medi-Cal), COUNTY shall monitor on an annual basis the CONTRACTOR's activities to ensure that such funds are used for authorized purposes in compliance with laws, regulations, and the provisions of this Agreement and that performance goals are achieved. In addition, COUNTY shall utilize Reviews provided by CONTRACTOR to meet monitoring objectives. Such reviews shall include, but are not limited to; copies of invoices, canceled checks, and time sheets.

C. Pursuant to OMB Circular A-133, if CONTRACTOR expends $500,000 or more per year in Federal funds from all sources (excluding Drug/Medi-Cal), CONTRACTOR is required to have an agency-wide single audit, or CONTRACTOR may elect a program specific audit if all Federal funding is utilized for only one program.

CONTRACTOR shall forward three (3) copies of the "Reporting Package" and completed "Data Collection Form", as described in OMB Circular A-133, to COUNTY. CONTRACTOR must also simultaneously submit one (1) copy of the "Reporting Package" and one (1) copy of the completed "Data Collection Form", to the Federal Audit Clearinghouse. The address of the Federal Audit Clearinghouse is:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jacksonville, IN 47132

D. COUNTY Division of Audits, or designee, shall examine all Audits/Reviews submitted for conformance to these provisions. Should CONTRACTOR have other Federal financial assistance which would require it to have an agency-wide single audit done in conformance with OMB Circular A-133, COUNTY shall be allowed access to all financial and program records as COUNTY deems necessary to determine that the COUNTY program is in compliance with legal and contractual requirements.

E. Should any deficiencies be noted in the Audit/Review CONTRACTOR must submit an Action Plan with the Audit/Review detailing how the deficiencies will be addressed. CONTRACTOR shall correct all deficiencies within six months of the date that the Audit/Review is received by CONTRACTOR from its independent auditor, as required by Federal regulations.

F. Should any overpayment of funds be noted in the Audit/Review or the year-end Cost Report, CONTRACTOR shall reimburse COUNTY the amount of the overpayment within 30 days of the date of submission of the Audit/Review. If the Audit/Review and the Cost Report indicated an overpayment, but in different amounts, CONTRACTOR shall reimburse COUNTY the larger of the overpayment amounts.

G. Audit Exceptions of Medi-Cal Eligibility:

Audit exceptions of Medi-Cal eligibility may be based on a statistically valid sample size of Short-Doyle/Medi-Cal billings by mode of service for a fiscal year projected across the total of Short-Doyle/Medi-Cal billings by mode of service by provider. Parameters for the statistically valid sample size are covered in MHP 78-39. For purposes of Medi-Cal billings "mode of service" means "facility classification," which is divided into four categories: Inpatient Hospital; Outpatient Hospital; Clinic Services; and Psychiatric Hospital; as delineated in Title 42, Code of Federal Regulations and DMH 80-38.

H. Audit Exceptions for Medicaid Administration:

CONTRACTOR shall have full liability for any and all exceptions resulting from audits pertaining to reimbursement for the Medicaid Administration requirements. CONTRACTOR shall maintain files and records as required under Medicaid Administrative claiming and comply with all Federal, State and Local laws, regulations and guidelines.

X. SYSTEM REQUIREMENTS

A. CONTRACTOR shall adhere to the guidelines, policies and procedures issued by the County Management Information Systems (MIS) for use of County computers, software and systems.

B. CONTRACTOR shall adhere to the guidelines, policies and procedures issued by the County for use of CATS, MHBAR or any replacement system.

C. CONTRACTOR shall maintain an Internet service provider and Broadband for the purpose of accessing MHBAR once implemented.

XI. EQUIPMENT OWNERSHIP

COUNTY shall have and retain ownership and title to all equipment identified to be purchased by CONTRACTOR under Exhibit C of this Agreement. CONTRACTOR shall furnish, and amend as necessary, a list of all equipment purchased under this Agreement together with the bills of sale and any other documents as may be necessary to show clear title and reasonableness of the purchase price. The equipment list shall specify the quantity, name, description, purchase price, and date of purchase of all equipment. CONTRACTOR shall make all equipment available to COUNTY during normal business hours for tagging or inventory. CONTRACTOR shall deliver all equipment to COUNTY upon termination of this Agreement.

XII. PATIENTS RIGHTS/GRIEVANCES

A. CONTRACTOR shall give to all patients written notice of their rights pursuant to and in compliance with California Welfare and Institutions Code Section 5325 et seq.; California Code of Regulations Title 9, Section 860 et seq.; Title XIX of the Social Security Act; and Title 42, Code of Federal Regulations. In addition, in all facilities providing the services described herein, CONTRACTOR shall have prominently posted in the predominant language of the community a list of the patient's rights.

B. As a condition of reimbursement, CONTRACTOR shall provide the same level of treatment to beneficiaries served under this Agreement as provided to all other patients served.

C. CONTRACTOR shall not discriminate against any beneficiary of services provided under this Agreement in any manner.

D. CONTRACTOR agrees to provide a system through which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services, including affording recipients notice of adverse determination and a hearing thereon to the extent required by law.

XIII. ADMISSION POLICIES

CONTRACTOR's admission policies (if applicable) shall be in writing and available to the public and shall include a provision that patients are accepted for care without discrimination as described in this Agreement.

XIV. HEALTH AND SAFETY

A. CONTRACTOR shall maintain a safe facility.

B. CONTRACTOR shall store and dispense medication in compliance with all applicable State, Federal and County laws and regulations.

XV. FINGERPRINTING

CONTRACTOR shall conduct background checks, including fingerprinting, on all staff and volunteers who are reasonably anticipated to have direct contact with recipients of services.

XVI. GOOD NEIGHBOR POLICY

A. CONTRACTOR shall comply with the COUNTY's Good Neighbor Policy, a copy of which is attached as Exhibit E.

B. If COUNTY finds CONTRACTOR has failed to perform, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within an agreed upon time frame. If CONTRACTOR fails to comply, COUNTY shall take the required corrective action and deduct the actual cost to correct the problem from CONTRACTOR's claim, when appropriate, to ensure compliance with the Good Neighbor Policy.

XVII. AMENDMENTS

A. DIRECTOR may execute an amendment to this Agreement provided that:

1. An increase in the maximum contract amount resulting from the amendment does not exceed the Director's delegated authority under Sacramento County Code Section 2.61.100 (c) or any amount specified by Board of Supervisor's resolution for amending this Agreement, whichever is greater; and

2. Funding for the increased contract obligation is available within the Department's allocated budget for the fiscal year.

B. The budget attached to this Agreement as Exhibit C is subject to revision by COUNTY upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice, CONTRACTOR shall adjust services accordingly and

shall within thirty (30) days submit to DIRECTOR a revised budget. Said budget revision shall be in the form and manner prescribed by DIRECTOR and, when approved in writing, shall constitute an amendment to this Agreement.

C. The budget attached to this Agreement as Exhibit C may be modified by CONTRACTOR making written request to DIRECTOR and written approval of such request by DIRECTOR. Approval of modifications requested by CONTRACTOR is discretionary with DIRECTOR. Said budget modification shall be in the form and manner prescribed by DIRECTOR and, when approved, shall constitute an amendment to this Agreement.

EXHIBIT E to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY",
and TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

GOOD NEIGHBOR POLICY

I. GOOD NEIGHBOR POLICY

A. CONTRACTOR shall comply with COUNTY's Good Neighbor Policy. CONTRACTOR shall establish good neighbor practices for its facilities that include, but are not limited to, the following:

1. Provision of parking adequate for the needs of its employees and service population;
2. Provision of adequate waiting and visiting areas;
3. Provision of adequate restroom facilities located inside the facility;
4. Implementation of litter control services;
5. Removal of graffiti within seventy-two hours;
6. Provision for control of loitering and management of crowds;
7. Maintenance of facility grounds, including landscaping, in a manner that is consistent with the neighborhood in which the facility is located;
8. Participation in area crime prevention and nuisance abatement efforts; and
9. Undertake such other good neighbor practices as determined appropriate by COUNTY, based on COUNTY's individualized assessment of CONTRACTOR's facility, services and actual impacts on the neighborhood in which such facility is located.

B. CONTRACTOR shall identify, either by sign or other method as approved by the DIRECTOR, a named representative who shall be responsible for responding to any complaints relating to CONTRACTOR's compliance with the required good neighbor practices specified in this Section. CONTRACTOR shall post the name and telephone number of such contact person on the outside of the facility, unless otherwise advised by DIRECTOR.

C. CONTRACTOR shall comply with all applicable public nuisance ordinances.

D. CONTRACTOR shall establish an ongoing relationship with the surrounding businesses, law enforcement and neighborhood groups and shall be an active member of the neighborhood in which CONTRACTOR's site is located.

E. If COUNTY finds that CONTRACTOR has failed to comply with the Good Neighbor Policy, COUNTY shall notify CONTRACTOR in writing that corrective action must be taken by CONTRACTOR within a specified time frame. If CONTRACTOR fails to take such corrective action, COUNTY shall take such actions as are necessary to implement the necessary corrective action. COUNTY shall deduct any actual costs incurred by COUNTY when implementing such corrective action from any amounts payable to CONTRACTOR under this Agreement.

F. CONTRACTOR's continued non-compliance with the Good Neighbor Policy shall be grounds for termination of this Agreement and may also result in ineligibility for additional or future contracts with COUNTY.

EXHIBIT F to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME,
hereinafter referred to as "CONTRACTOR"

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CONTRACTOR agrees to comply with 45 CFR Part 76.100 (Code of Federal Regulations), which provides that Federal funds may not be used for any contracted services, if CONTRACTOR is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

I (We) certify to the best of my (our) knowledge and belief, that CONTRACTOR named below and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

4. Have not within a 3-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

5. Shall notify COUNTY within ten (10) days of receipt of notification that CONTRACTOR is subject to any proposed or pending debarment, suspension, indictments or termination of a public transaction.

6. Shall obtain a certification regarding debarment and suspension from all its subcontractors that will be funded through this Agreement.

7. Hereby agree to terminate immediately, any subcontractor's services that will be/are funded through this Agreement, upon discovery that the subcontractor is ineligible or voluntarily excluded from covered transactions by any Federal Department or agency.

TAMPUS DBA: KIMBERLY'S RESIDENTIAL CARE HOME

BY: _____ DATE: 6-17-04

AUGMENTENDED CARE & TREATMENT (ACT) PROGRAM ADMISSION CRITERIA

ACT Homes

Ethel's Daughters
Grace Home II
Green Pastures Guest Home
Kimberly's Care Home I
New Horizons Guest Home
St. Mary's Home
St. Therese's Haven I&II
Sandy's Guest Home
Scottsdale Guest Home
Sungold Guest Home
Williams Care Home

Admission Criteria

The ACT Program Monitor screens applications for possible admission into the ACT Program and determines appropriateness for Level I or Level II funding (see attached criteria). Clients referred to the ACT Program must meet the following primary components, and one or more of the additional factors:

Primary Components

1. Client is receiving mental health services at an RST or ISA;
2. Client has SSI/SSA, VA, or if on Augmented GA, client must have a conservator or payee.
3. Client has sufficient funds to pay SSI Board and Care rate.

Additional Factors

- ACT Placement Priority will be given for clients on LPS or Probate Conservatorship.
- Client has a total of 20 or more days of acute (public or private) psychiatric hospitalization in the past year.
- Client has 2 failed board & care placements in the past year resulting in psychiatric hospitalization.
- Client is currently residing in an IMD, or has failed community placement from an IMD in the past 60 days.
- Client is on administrative day stay at SCMHTC.
- Consider the number of SCMHTC Crisis Unit contacts and reason for evaluation.
- Client placed in specialized ACT Board and Care Home must meet additional criteria (i.e. Dual diagnosis, age requirement per Community Care Licensing regulation).

Exceptions

The ACT Program Monitor will discuss exceptions to the admission criteria with the assigned Mental Health Program Coordinator prior to admission approval.

Contact

Heather Lane, LCSW
ACT Program Monitor
876-5302
laneh@saccounty.net

AUGMENTED CARE AND TREATMENT (ACT) PROGRAM DISCHARGE CRITERIA

The overarching consideration in deciding upon discharge will be the answer to this question: Is this client likely, given available services and supports, to continue to live successfully in the community when discharged from the ACT program. Use the following criteria as guidelines in assessing this. Not all criteria must be met for discharge to occur, but professional discretion must be exercised to arrive at a determination. Experience in using the criteria and refining them as necessary should lead to improvements over time in increasing community tenure.

Discharge Criteria

The ACT Program Monitor will conduct an assessment at least twice a year of ACT client's progress to determine if the following primary criteria are met:

Primary Components for Discharge to a Lower Level of Care

1. Client has no acute psychiatric hospitalizations in the past year;
2. Client has no incarcerations in the past year;
3. Client has no major life stressors in past six months.

If the client has met the above criteria, the ACT Program Monitor will meet with the client to assess discharge potential. A meeting may be scheduled with the client, service coordinator, family member and ACT care provider to develop the discharge plan. Following are general guidelines to help determine readiness for discharge to a lower level of care:

Secondary Discharge Considerations

- Determine client's legal status. If applicable, involve the client's conservator in discharge planning process.
- Client has a support network, (*i.e.*, family, friends, agency contact, service coordinator).
- Client has no major functional impairment due to drug/alcohol usage.
- Client has a stable income to cover monthly expenses.
- Client is participating in rehabilitation and recovery services in community (Consumer Self-Help, RST, SacPort groups, Wellness Recovery Action Plan).

Discharge Criteria to a Higher Level of Care

- Client's medical condition requires care outside of the Community Care Licensing regulations for residential care.
- Client has a psychiatric relapse requiring higher level of care (*i.e.*, IMD, State hospitalization).

Guidelines

- Efforts will be made to increase client's awareness of rehabilitation and recovery service opportunities; although involvement in such programs is not required if client elects to not participate.
- Client has arranged for placement outside of the ACT Program that provides a safe and suitable living environment.
- The discharge planning process will include active participation by the client with respect to client's choice.
- ACT Homes are a voluntary placement for clients who are not on conservatorship. If a client elects to leave the ACT Program, they will be encouraged to submit a 30-day notice to the ACT Operator. The ACT Program Monitor may assist with transition plans if this is acceptable to the client.

Contact

Heather Lane, LCSW
ACT Program Monitor
876-5302
laneh@saccounty.net

ACT HOMES
SACRAMENTO COUNTY

Introduction

There are currently a total of 12 ACT homes operating in Sacramento County, serving between 100 and 150 seriously mentally ill clients at any given time. The following information represents data collected from the Client Activity Tracking System (CATS) during fiscal year 2002-2003.

Data collected includes the number of clients being served in the ACT homes as well as demographic information such as gender, age, ethnicity, and diagnosis. This report also includes where the clients have received outpatient services as well as the recidivism rates in the Crisis and Inpatient Units at the Sacramento Mental Health Treatment Center.

Findings

- There are currently 134 clients being served through the ACT programs
- Average length of stay at an ACT home is 3.3 years, range 0-11.4 years.
- 117 (87.3%) are currently receiving outpatient services

Demographics

CHARACTERISTIC	Number of Clients (N=134)	Percent
AGE	Average = 46 Range, 21-77	
GENDER		
• Male	76	56.7
• Female	58	43.3
ETHNICITY		
• Caucasian	91	67.9
• Hispanic	9	6.7
• African American	19	14.2
• Other	15	11.2
PRIMARY DIAGNOSIS		
• Psychotic	103	76.9
• Depressive	8	6.0
• Bipolar	12	9.0
• Other (Anxiety, Dementia, V Codes, Deferred, etc.)	11	8.2
SECONDARY DIAGNOSIS		
• Substance Related	24	17.9
• Psychotic	2	1.5
• Depressive	3	2.2
• Anxiety	1	0.7

CHARACTERISTIC	Number of Clients (N=134)	Percent
• Dementia	1	0.7
• Adjustment	1	0.7
• Other	8	6.0
• None	93	69.4

Treatment Center Utilization

One of the requirements of the ACT program is to serve the more difficult clients, using more intensive services, to help reduce hospitalizations. Compared to the year prior to enrollment, in the first year of enrollment ACT clients decreased utilization in both the Crisis and Inpatient Units at the Treatment Center.

- Crisis visits decreased 30.4%
- Inpatient hospitalizations decreased 38.5%

Clients Hospitalized Prior and After Enrollment to ACT Program			
ACT Home	Number Prior	Number After	Percent Decrease
Crisis Visits			
Ethel's Daughters (N=19)	27	21	22.2
Grace Home II (N=18)	8	7	12.5
Green Pastures (N=25)	17	8	52.9
Kimberley's Residential Care (N=6)	2	1	50.0
New Horizons Guest Home (N=16)	25	1	96.0
Sandy's Guest Home (N=7)	11	2	81.8
Scottsdale Guest Home (N=6)	8	6	25.0
St. Mary's Home (N=11)	6	14	133.3 (increase)
St. Therese's Haven #1 (N=9)	15	20	33.3 (increase)
St. Therese's Haven #2 (N=8)	10	2	80.0
Sungold Guest Home (N=6)	6	12	100.0 (increase)
Williams Care Home (N=3)	3	2	33.3
Inpatient Hospitalizations			
Ethel's Daughters (N=19)	25	13	48.0
Grace Home II (N=18)	7	7	0.0
Green Pastures (N=25)	10	3	70.0
Kimberley's Residential Care (N=6)	2	0	100.0
New Horizons Guest Home (N=16)	15	0	100.0
Sandy's Guest Home (N=7)	9	1	88.9
Scottsdale Guest Home (N=6)	7	5	28.6

St. Mary's Home (N=11)	6	5	16.7
St. Therese's Haven #1 (N=9)	13	19	46.2 (increase)
St. Therese's Haven #2 (N=8)	8	2	75.0
Sungold Guest Home (N=6)	5	10	100.0 (increase)
Williams Care Home (N=3)	2	2	0.0

ACT clients in Outpatient Services

Clients in the ACT homes, along with supplemental treatment in the home, are required to maintain outpatient services through the Regional Service Teams (RSTs) and/or Integrated Service Agencies (ISAs) in the community. As of the June 30, 2002, approximately 93% of the ACT clients were maintaining outpatient services in the community. The following tables demonstrate the status of the ACT clients in Sacramento County mental health outpatient services.

Number and Percent of Clients in Outpatient Mental Health Services		
ACT Home	**Number**	**Percent**
Ethel's Daughters (N=19)	16	84.2
Grace Home II (N=18)	16	88.9
Green Pastures (N=25)	23	92.0
Kimberley's Residential Care (N=6)	4	66.7
New Horizons Guest Home (N=16)	14	87.5
Sandy's Guest Home (N=7)	7	100.0
Scottsdale Guest Home (N=6)	6	100.0
St. Mary's Home (N=11)	11	100.0
St. Therese's Haven #1 (N=9)	6	66.7
St. Therese's Haven #2 (N=8)	6	75.0
Sungold Guest Home (N=6)	6	100.0
Williams Care Home (N=3)	2	66.7
TOTAL (N=134)	**117**	**87.3**

NUMBER OF CLIENTS IN OUTPATIENT SERVICES BY PROVIDER													
	El Hogar	El Hogar Intensive	El Hogar Elder	HRC	HRC Intensive	Northgate Point	Northgate Point Intensive	Visions	Visions Intensive	Turning Point ISA	TISA	Other (HIP, EH Elder, PR, TLCS)	TOTAL
Ethel's Daughters (N=19)	3	2	1	---	2	---	---	---	---	5	2	1	**16**
Grace Home II (N=18)	---	--	--	14	---	---	---	---	---	2	---	---	**16**
Green Pastures (N=25)	3	---	--		---	---	2	8	1	6	2	1	**23**
Kimberley's Residential Care (N=6)	---	---	---	2	1	---	---	---	---	1	---	---	**4**
New Horizons Guest Home (N=16)	---	--	---	5	2	1	---	1	---	4	1	---	**14**
Sandy's Guest Home (N=7)	---	---	---	--	---	---	---	1	---	4	2	---	**7**
Scottsdale Guest Home (N=6)	---	---	---	---	---	---	2	3	---	---	1	---	**6**
St. Mary's Home (N=11)	---	---	---	2	3	---	---	---	---	4	2	---	**11**
St. Therese's Haven #1 (N=9)	1	---	---	---	---	---	1	1	1	2	---	---	**6**
St. Therese's Haven #2 (N=8)	---	---	---	---	---	---	---	1	1	4	---	---	**6**
Sungold Guest Home (N=6)	---	1	---	---	---	---	---	2	1	2	---	---	**6**
Williams Care Home (N=3)	---	---	---	---	---	---	---	2	---	---	---	---	**2**
Total (N=138)	**7**	**3**	**1**	**23**	**8**	**1**	**5**	**19**	**4**	**34**	**10**	**2**	**117**

FRONTIER FIRE PROTECTION INC.

ATTN: Mike Tampuy

P.O. Box 495
Carmichael, CA 95609
916-488-2052 Fx 916-488-9465

CA. Lic. C-16 410573

Attachment 9

Automatic Fire Sprinkler System

Bid Date: 11/24/2004 Bid Time: 1:00 PM

Project: Kimberly's Residential Care Home
10514 Mills Tower Drive
Rancho Cordova, CA 95670

Section: Fire Sprinkler Design Build

Addenda: None

Base Bid: $8,950.00
(installation and taxes included)

Excludes: Access panels; Cost of any fees or permits;
Seismic or structural calculations; Electrical wiring, conduit or fire alarm system;
Cleaning, priming, painting, insulating or ID of piping; Fire stopping;
Riser supply pipe enclosure at front of building; Backflow preventer;

Clarifications: Prices based on wet type automatic sprinkler system.
Assuming adequate water supply and pressure available.
This is to be determined by water district and fire department.

Qualifications/Assumptions

Sprinklers not necessarily centerline of tile or aligned with lights.
No piping may be concealed until after inspection by the Fire Dept. Work areas will be accessible at all times. Where applicable, removal of any asbestos will occur prior to Frontier's installation. All work to be performed during normal working hours.. Structure is capable of supporting the weight and/or installation of the sprinkler piping and/or devices. It is Owners responsibility to maintain adequate heat to prevent freezing of piping in a wet pipe system. Owner or sothtect to provide all necessary building documents, files and (2) complete sets of construction drawings. "Additional Insured" certificates will be an additional charge of $100.00 per certificate.

If there are any questions, please call Glen @ (916) 712-4275.

Our price is based on codes in effect at the time of bidding and is subject to mutually acceptable subcontract agreement, with this proposal to become an integrated part of that contract. Bid may be withdrawn if not accepted within 15 days.

Proposal

Page No. of Pages

INTERNATIONAL FIRE EQUIPMENT CO.
133 Otto Circle
SACRAMENTO, CALIFORNIA 95822
(916) 422-2250 Fax (916) 422-2545
C-16 #253912

PROPOSAL SUBMITTED TO	PHONE	DATE
Mike Tamgus	(916) 631-7969	November 30, 2004
STREET	JOB NAME	
	Kimberly's Residential Care Home	
CITY, STATE and ZIP CODE	JOB LOCATION	
	9534 Mill Tower Dr. Rancho Cordova, CA 95670	
ARCHITECT / DATE OF PLANS	FAX # 638-5550	JOB PHONE

We Propose hereby to furnish material and labor — complete in accordance with specifications below, for the sum of:

Five Thousand Five Hundred and NO/100***** dollars ($ 7,500.00*********).

Payment to be made as follows:

95% ($5,225.00) Due upon rough in test with Fire Department

Remainder due upon completion of trim.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature [signature] [illegible]

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

International Fire Equipment Company proposes to install a CPVC Automatic Residential Fire Equipment System as per NFPA 13D and Local Fire Department requirement. Plumber to perform tie in into the fire sprinkler riser. Owner to provide adequate water supply to the riser location. This proposal is based upon the garage being fully sheetrocked.

Price Quoted Includes:

Materials/Installation

Exclusion: Permits/Fees
Electrical (Bell & Back Box Provided, Wiring by Others)
Underground/Water Supply
Access Panel

NOTE Do not sheetrock until after Fire Department has tested and approved systems.

Sacramento County, State of California shall be the venue of any action or proceeding including all disputes or matters rising under this contract.

Total Contract Including Plans:	$6,250.00
Less Plans	$ 750.00
Remainder of Contract	$5,500.00

NOTE **Home owner/contractor is responsible for covering any exposed CPVC Piping Due to the building design or use.**
Home owner/Contractor is responsible for supplying equipment for reaching High Ceiling in excess of 15'.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____ Signature _____

Kathleen Franklin
City of Rancho Cordova Planning Department
3121 Gold Canal Drive
Rancho Cordova, CA 95670

January 5th 2005

I have been a resident in Sacramento County since 1939. My oldest daughter, Marie Kellogg was born in Sacramento in 1947. She has spent her entire life in the State of California, and has been a resident of this county the majority of her lifetime.

Marie had a happy childhood and an above average interest in life. She was an aspiring ballerina, and in high school, earned outstanding achievement awards in both areas of academic and artistic endeavors. She married her high school sweetheart at 18, worked as a telephone operator until the birth of a son two years later, and was subsequently abandoned by her husband, who was unwilling to accept his new family life style. Marie managed to survive for approximately two years, before having her first schizophrenic breakdown in 1969.

She has been in the Sacramento County Mental Health system since 1970.
For the first decade after her diagnosis Marie lived on the streets, with intermittent confinements to both Napa State Hospital and the Sacramento County facility on Stockton Boulevard. In the 1970's we were still in the dark ages, when there was no understanding, no compassion, no effective treatment without the patient's permission, and the patient was unable to function. It was during this period Marie succumbed to the voices that compelled her to cut off a finger on her left hand.

Gradually, and very slowly, her situation improved. She was assigned a County Case Worker, new medications enabled her to live in a semi- normal atmosphere and although she was never well, she adjusted to her life style and survived.

Over a period of time she finally entered the Board and Care program administrated by the county and even began to thrive. In this system she formed a special relationship with another patient/resident of her care home, and aided by his mother and myself they were able to move, as a couple, into an almost normal existence. With a modicum of parental supervision and still more effective medications, they maintained a relatively happy life style for approximately ten years. There were a few bumps in the road, but their devotion to each other, and with the support of family members they achieved some happiness. Unfortunately, Marie lost Tyler last February to a fatal heart attack. Tyler was forty-four.

Since that time Marie has returned to the Board and Care Program, under the supervision of the County, and she has managed to adjust to another major change in her life. She is happy in her new home at Kimberly's Residential Care operated by Mike and Beth Tampus. She is encouraged and respected and treated with compassion. It is where she is expected to assume responsibilities for her conduct, for daily upkeep of her domestic tasks, and for her personal grooming and deportment. Her reward is a happy home, compatibility with her peers, and a mutual respect between management and residents.

I understand that there is some contention about the renewal of the license between the Tampus' and the City of Rancho Cordova. Apparently the problem has been the misuse of the clients personal phone, by a resident, who was making inappropriate calls. It is my understanding that this has been addressed by the management, and is no longer an issue. In seeking a resolution, please take into consideration the value to all of us, the families, the patients, and the average citizens who are so well served by these care givers of quality and consideration.

As a parent I cannot express the gratitude and admiration that I have for those that have stepped in to fill the void and smooth the path for both the afflicted and their loved ones, and for society in general. As a parent, I do not have the words to express the agonies of dealing with an adult child who lost so much of a promising future. As I approach my seventy-fifth year, I anticipate a relatively happy and secure life for Marie as long as we maintain the quality of services that are the routine of the Tampus family and their dedicated assistants.

Thank you for your consideration and indulgence.

Mariel T. Donohue

Mariel T. Donohue
4476 San Juan Avenue
Fair Oaks, CA 95628

(916) 965-2454

cc: Sam Driscoll, HRC
Sacramento County
Department of Mental Health

RECEIVED

DEC 0 6 2004

RANCHO CORDOVA
PLANNING

Attachment 11

City of Rancho Cordova Planning Department
Attention Kathleen Franklin
3121 Gold Canal Drive
Rancho Cordova, CA 05670

December 4, 2004

Re: Kimberly's Residential Care Home Conditional Use Permit #RC-03-065

Planning Department:

I have read through the NEGATIVE IMPACT DECLARATION/INITIAL STUDY and question some of the findings made by the principal planner.

Page 6 does not show the complete FLOOR PLAN, (to house 12 beds).

Page 6 indicates that the two garages are now bedrooms #4 and staff, (when did the garages get converted to living space? Was a permit issued to make this happen)?

Page 6 does not show bathing/bath facilities for 12 people. Where are they located?

What is the building code in Rancho Cordova for minimum size rooms in "care" facilities, (or even family residential homes)?

Page 9 indicates "NO IMPACT" for item "C" (Substantially degrade the existing visual character or quality of the site and it's surroundings). I believe that the alterations of the garages into bedrooms and the awnings that go to the property lines do degrade the surroundings, (these alterations may not even be legal structures). Also the driveways in front of the previous garages differ in appearance – when compared to surrounding properties. See attached photo regarding awnings/driveway. The "Scenic Vista" is considerably different! This area is RD-10, (single family/multi family/duplex -- residential). A new entity is being created called "RESIDENTIAL LICENCED CARE HOME for adults, (a business and not a family residence).

Have all building codes been approved in the new plan shown on page 6? Bedroom #6 looks to be no more than 90/100 square feet of space.

Reducing the number of parking places required for this business from 6 to 4 is a mistake. My tenants two doors down from this building 10524 have complained of people constantly paring in front of their unit – causing parking problems. Where will care personnel for 12 residents, (and perhaps their visitors) plan to park? Four spaces seem to be a few shy of what is required).

Have any of the LONG-TERM CARE organizations been contacted, (California Health Care Foundation, California Long Care Ombudsman Group, California Advocates for Nursing Home Reform)? With recent articles in the Sacramento Bee

concerning crowded living facilities for "ADULT CARE" groups – this project may be controversial – with additional input from advocate groups.

The Sacramento Bee highlighted poor care and excessive costs paid by the people needing care. Much of the care was paid for by local/federal government. I am enclosing a recent Bee article highlighting some of the problems in problematic care facilities.

I do have a concern with this project going forward. It does not make sense to create a 12 bed facility from an existing 6 bed facility without significantly increasing the size of the building. To do the reverse (creating an additional 6 beds in the facility) is shameful. I would not want a relative of mine living in those cramped quarters.

I own the two buildings (duplex units) just two doors down from this business. I know the interior sizes – as they are quite similar. There is no healthy way to house twelve people in this type of structure.

Just a few comments regarding the proposal to increase the property from 6 to 12 beds. I am not in favor of this kind of action in a residential area.

Sincerely yours,

Victor H Deacon

Victor H. Deacon.

File (1)

Attachments: Two photos of the existing structure and one recent Bee article.



Note: awnings

COPY



Note:. No garages.

COPY

Capitol &

Nursing homes fall short, study finds

By Nancy Weaver Teichert
BEE STAFF WRITER

California's 1,400 nursing homes have made some improvements in patient care, yet one in three still fails to meet the state's minimum nursing staff requirements, according to a new statewide study released today.

Only one in 10 of the state's skilled nursing facilities fully comply with all federal care standards, according to an analysis for the California HealthCare Foundation by the University of California, San Francisco.

The analysis – available free to the public – found limited improvements between 2000 and 2003 on quality indicators such as meeting the required 3.2 hours of nursing care per patient per day.

For example, the number of homes failing to meet that minimum dropped to 31 percent from 44 percent. The average number of inspection deficiencies decreased to 9 percent from 13 percent.

"It's nothing to shout about," concluded lead researcher Charlene Harrington, a UCSF professor and national expert. "A few are getting better. It's still very disturbing."

Adequate staff is the most impor-

▶ RATINGS, page A5

INFORMATION SOURCES ON LONG-TERM CARE

- Go to www.calnhs.org – the free California Nursing Home Search Web site of the California HealthCare Foundation, a nonpartisan research group.
- Call the California Long-Term Care Ombudsman who investigates complaints made by residents in nursing homes, residential care facilities for the elderly and assisted living facilities. The 24-hour CRISISline is (800) 231-4024.
- Call the California Advocates for Nursing Home Reform, an advocacy group. The number (415) 974-5171.

COPY

COPY

Ratings: Quality of care varies greatly

▶ FROM PAGE A3

tant factor in good patient care, studies show. She said homes can get away without having enough staff because of poor enforcement by the California State Department of Health Services. Even the state's minimum falls below the 4.1 hours per patient per day recommended by experts.

Brenda Klutz, deputy director of the department's licensing and certification, said the state has had fewer surveyors to make sure homes comply with the law. But she said starting Jan. 1, more staff will be hired to verify staffing levels.

Low staffing means patients often don't get the care they need.

"A lot of patients are left in bed all day. They only were taken to the toilet every six hours instead of every one to two hours. They often didn't get help with walking," Harrington said. "The worst part was the feeding."

Even in the better nursing homes, she said, patients only got seven minutes of assistance to eat. In the worst homes, it was four minutes.

Betsy Hite, spokeswoman for the California Association of Health Facilities, said the nurse shortage is hurting all health providers, but especially nursing homes that are paid less than their costs by Medi-Cal for the care of poor patients.

"Nursing homes are struggling and yet we're seeing the quality improving," said Hite, who has used the analysis herself to help families.

The quality of care varies greatly between nursing homes, home care agencies and hospice programs, yet families may have nothing more than a list of names, said Harrington.

Dr. Mark Smith, CEO of the foundation, said a patient's cardiologist may recommend a surgeon but families get little help to avoid facilities with problems.

"You're really pretty much on your own," said Smith. "It's an emotionally difficult choice."

The analysis combines information from 10 state and federal public databases in a simplified consumer friendly format.

Using the interactive consumer Web site at www.CalNHS.org, any facility can be checked out for staffing, complaints, deficiencies, financial stability and care indicators with one, two and three stars.

Consumers can search for the detailed information by zip code, city and county or by type of care needed.

In addition to nursing homes, the Web site now includes information and ratings on the state's 834 home health agencies and 172 hospice programs.

"There's no way any one individual could compile all this data," said Harrington. "It's all right there for you."

□ □ □

The Bee's Nancy Weaver Teichert can be reached at (916) 321-1058 or nteichert@sacbee.com.

COUNTY SANITATION DISTRICT 1
Wastewater Conveyance For a Growing Sacramento

10545 Armstrong Avenue
Mather
California
95655
Tele: [916] 876-6000
Fax: [916] 876-6160
Website: www.csd-1.com

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Robert F. Shanks
District Engineer

Marcia Maurer
Chief Financial Officer

Wendell H. Kido
District Manager

Mary K. Snyder
Collection Systems Manager

March 26, 2004
E225.000

Attachment 12

Kathleen Franklin
City of Rancho Cordova
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RECEIVED
MAR 29 2004
RANCHO CORDOVA
PLANNING

Dear Ms. Franklin:

Subject: **Kimberly's Residential Care Home**
APN: 072-0151-022
Control No. RC 04-065

County Sanitation District 1 (CSD-1) reviewed the subject documents and has the following comments.

Sewer service shall continue to be provided by CSD-1 facilities.

Developing this property may require the payment of additional sewer impact fees. Applicant should contact the Fee Quote Desk at (916) 876-6100 for sewer impact fee information.

If you have any questions regarding these comments, please call me at (916) 876-6094.

Sincerely,

Matt Morgan, P.E.
Development Services

MM/WH: cc

cc: Christoph Dobson
Mike Tampus
2218 Bucks Creek Ct
Gold River, CA 95670

franklin032604.ltr.doc

Sacramento Metropolitan Fire District

3012 Gold Canal Dr., Rancho Cordova, CA 95670 • (916) 942-3300 • Fax (916) 942-3400

Rick Martinez
Fire Chief

May 12, 2004

City of Rancho Cordova
Rancho Cordova Planning
3121 Gold Canal Drive
Rancho Cordova, CA 95670

Attention: Kathleen Franklin

Subject: **Application No:** RC 04-065
APN: 072-0151-022-0000
Location: Kimberly's Residential Care Home, 10512-10514 Mills Tower Drive, Rancho Cordova, CA
Sac Metro No: 2004-0669

THE FOLLOWING COMMENTS ARE SPECIFIC TO THE STAFF REPORT FOR THIS PROJECT:

The occupancy classification shall be determined, prior to any plan submittal. According to Table 5-B, of the California Building Code, Residential care facilities housing more than 6 non-ambulatory clients, shall be built of no less than 1-hour fire resistive construction.

Provide an automatic fire sprinkler system for entire home.

Provide a clear and legible site plan with the following information:

- An explanation of the scope of the project.
- Physical status of all clients.
- Property lines and public street fronting the property.
- Fencing, gates, gate hardware, and walkways.
- All new and existing construction.
- The size of all doors, interior and exterior, and door hardware.
- Any exterior/interior stairs or ramps, or change in elevation.
- Show the use of all rooms.
- OPEN sleeping room windows, and measure the clear height and width **of window opening.** Measure sill height, from the floor to the top of the windowsill. (Must show on plans.)
- Provide smoke detectors, fire alarms, and fire extinguisher locations.
- For bedrooms used by non-ambulatory clients, the exiting requirements are restrictive. Please contact the Fire Department for the requirements.

- Any garage conversions shall have approved building permits and fire department permits.
- Smoke detectors are required in every sleeping room, and in the hallway or area leading to the sleeping rooms. Smoke detectors shall be interconnected.

THE FOLLOWING INFORMATION IS FOR THE APPLICANT/ENGINEER'S REVIEW PRIOR TO SUBMITTAL OF AN IMPROVEMENT DRAWING:

Applicant: It is highly recommended that specific requirements for new construction be obtained from the fire district during the planning stage of construction. Requirements for bridges, entry gates, fire hydrants and access roadways must be clearly understood. Call the Fire Prevention Bureau at (916) 942-3300 and request a design review conference. A consultation fee will apply, but could save considerable time and resources.

If there are no immediate plans for new construction or storage of combustible materials on this project, the requirements applicable to construction may be held in abeyance until such time that development occurs. It is important to note that if the property is sold, the seller of the property is encumbered to disclose the above requirements to the buyer.

1. Plans shall be submitted to the fire prevention bureau showing hydrant locations for review and approval prior to construction. **FIRE HYDRANT DETAIL AND FIRE DEPARTMENT NOTES SHALL BE SHOWN ON THE PLANS OR IMPROVEMENT DRAWINGS**.
2. Residential roof coverings shall not be less than Class C.
3. Provide approved address numbers on the building in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background and on all new buildings, shall be illuminated at night.

Our review is not to be construed as abrogating more restrictive requirements by other agencies having jurisdiction. Final acceptance is subject to field inspection and necessary tests.

Please call me if you have any questions or need further information at 916 942-3327.

Sincerely,

Debra Brown Lucas
Inspector II

RECEIVED
AUG 2 4 2004
RANCHO CORDOVA
PLANNING

Attachment 9

City of Rancho Cordova Planning Department
Kathleen Franklin
3121 Gold Canal Drive
Rancho Cordova, CA 95670

August 21, 2004

Subject: Kinberly's Residential Care Home Conditional Use Permit
Project #RC-03-065

My name in Victor Deacon and I have owned two duplex units one duplex away from the proposed increase of 6 adult beds to 12 adult beds at 10512-01514 Mills Tower Drive, Rancho Cordova, CA 95670.

I do believe that this is NOT a good idea.

Mills Tower Drive is a busy street and very noisy. I would not like any of my adult relatives living on that street.

Are the adults 18 or 81? Are they incapacitated or aged? Are they mobile on their own?

Is a NEGATIVE DECLARATION – a NO we don't want this to happen, (or a term that says "it is not the norm" but we agree to do this)?

These duplex units have only one bathroom on each side and I cannot imagine 12 adults waiting to use a single bathroom on each side of the duplex, (6 adults on each side).

My wife and I have two bathrooms in our small home and bump into on another constantly in the bathrooms.

I drove by these units on Mills Tower Drive this evening and noticed that they have converted the garage units on both sides to living quarters. Did the County approve of this conversion? Is it legal to do this?

I am definitely OPPOSED to this process taking place. You have my NEGATIVE vote on NOT allowing this to take place.

Property values (even for duplex units) have risen dramatically over the past two years. This proposed increase in adult beds does NOTHING to enhance our property values. It appears to be a mom and pop business in a residential rental area.

I would like to read The MITIGATED NEGATIVE/INITIAL STUDY as soon as possible. I still do not know if the PLANNING COMMISION is "for" or "against' this project.

Again – you have my NO THANK YOU vote on this item.

Thanks for sending me a notice – so I can take whatever action is necessary to NOT allow this to happen.

Sincerely yours.

Victor H Deacon

Victor H. Deacon, (almost neighbor of Kimberly's Residential Care Home).

File (1)

80078
Responsibility for Providing Care and Supervision

80078 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION

(a) The licensee shall provide care and supervision as necessary to meet the client's needs.

(b) In any instance where the Department does not suspend the facility license and the licensing agency requires that a client/resident be relocated, as specified in Section 80094, the licensee shall prepare a written relocation plan. The plan shall contain all necessary steps to be taken to reduce stress to the client/resident which may result in transfer trauma.

(1) The written relocation plan shall include, but not be limited to the following:

(A) A specific date for beginning and a specific date for completion of the process of safely relocating the client/resident. The time frame for relocation may provide for immediate relocation but shall not exceed 30 days or 30 days after the date of the written conclusion of the client's appeal of the relocation order, if appealed.

(B) A specific date when the client/resident and the client's/resident's authorized representative, if any, shall be notified of the need for relocation.

(C) A specific date when consultation with the client's/resident's physician shall occur to obtain a current medical assessment of the client's/resident's health needs, to determine the appropriate facility type for relocation and to ensure that the client's/resident's health care needs continue to be met at all times during the relocation process.

(D) The method by which the licensee shall participate in the identification of an acceptable relocation site with the client/resident and the authorized representative, if any. The licensee shall advise the client/resident and/or the authorized representative that if the client/resident is to be moved to another nonmedical community care facility, a determination must be made that the client's/resident's needs can be legally met in the new facility before the move is made. If the client's/resident's needs cannot be legally met in the new facility, the client/resident must be moved to a facility licensed to provide the necessary care.

(E) A list of contacts made or to be made by the licensee with community resources, including but not limited to, social workers, family members, Long Term Care Ombudsman, clergy and others as appropriate to ensure that services are provided to the client/resident before, during and after the move. The need for the move shall be discussed with the client/resident and the client/resident assured that support systems will remain in place.

(F) Measures to be taken until relocation to protect the client/resident and/or meet the client's/resident's health and safety needs.

(G) An agreement to notify the licensing agency when the relocation has occurred, including the client's/resident's new address, if known.

(2) The relocation plan shall be submitted in writing to the licensing agency within the time set forth in the written notice by the licensing agency that the client/resident requires health services that the facility cannot legally provide.

(3) Any changes in the relocation plan shall be submitted in writing to the licensing agency. The licensing agency shall have the authority to approve, disapprove or modify the plan.

(4) If relocation of more than one (1) client/resident is required, a separate plan shall be prepared and submitted in writing for each client/resident.

(5) The licensee shall comply with all terms and conditions of the approved plan. No written or oral contract with any other person shall release the licensee from the responsibility specified in Sections 80078(b) and (c) for relocating a client/resident who has a health condition(s) which cannot be cared for in the facility and/or requires inpatient care in a licensed health facility, nor from taking all necessary actions to reduce stress to the client/resident.

(6) In cases where the licensing agency determines that the resident is in imminent danger because of a health condition(s) which cannot be cared for in the facility or which requires inpatient care in a licensed health facility, the licensing agency shall have the authority to order the licensee to immediately relocate the resident.

(c) In all cases when a client or resident must be relocated, the licensee shall not obstruct the relocation process and shall cooperate with the licensing agency in the relocation process. Such cooperation shall include, but not be limited to, the following activities:

(1) Identifying and preparing for removal of the medications, Medi-Cal or Medicare or other medical insurance documents, clothing, safeguarded cash resources, valuables and other belongings of the client or resident.

(2) Contacting the authorized representative of the client/resident to assist in transporting him or her, if necessary.

(3) Contacting other suitable facilities for placement, if necessary.

(4) Providing access to client's/resident's files when required by the Department.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1511, 1528, 1531 and 1556, Health and Safety Code.

85078
Responsibility for Providing Care and Supervision

85078 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION 85078

(a) In addition to Section 80078, the following shall apply:

(1) The licensee shall provide those services identified in the client's needs and services plan as necessary to meet the client's needs.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1527, 1530 and 1531, Health and Safety Code.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Community Care Licensing Division
Sacramento District Office MS #19-35
2525 Natomas Park Drive, Suite 270
Sacramento, CA 958233-2931
(916) 263-4700 (916) 263-4744 Main FAX
FFA (916) 263-4808 FAX



Fax

To: Alan Kobyashi
Attn: ~~Kathleen Franklin~~ At:
Fax #: ~~853-1680~~ 8759677 Pages: 4
From: Alice - duty officer Date: 12/8/04
Re:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• Comments:

Regulations on providing care & supervision

This information contained in this facsimile transmittal is privileged and confidential by law. It is intended only for the use of the addressee above. If the reader of this message is not the above named addressee, you are hereby notified that any dissemination, distribution, or copying of this transmittal is strictly prohibited. If you have received this transmittal in error, please notify us immediately by telephone (collect) and return this transmittal to the above address. Thank you.

072-0152-007-0000
DELMER COLLIER
2003 REVOCABLE TRUST
10524 Glenview Way
Rancho Cordova, CA 95670

072-0152-008-0000
SCHNEIDER OTTO R/
MARGARET E
10528 Glenview Way
Rancho Cordova, CA 95670

072-0152-009-0000
Kelly Violeta
10528 Glenview Way
Rancho Cordova, CA 95670

072-0152-010-0000
PATTON SADAKO O
10536 Glenview Way
Rancho Cordova, CA 95670

072-0152-011-0000
ENNS GRACE/HENRY
10540 Glenview Way
Rancho Cordova, CA 95670

072-0152-012-0000
HARDING ERVIN A/
ROBERTA J
10544 Glenview Way
Rancho Cordova, CA 95670

072-0152-013-0000
MARTINEZ JORGE Q
10531 Spaulding Way
Rancho Cordova, CA 95670

072-0152-014-0000
ANDERSON CRAIG/
OLANDRIA M WILLIAMS
10521 Spaulding Way
Rancho Cordova, CA 95670

072-0152-015-0000
GOCHOCO JUAN PAULO
10517 Spaulding Way
Rancho Cordova, CA 95670

072-0152-016-0000
FLICKINGER FAMILY TRUST
10513 Spaulding Way
Rancho Cordova, CA 95670

072-0152-017-0000
FEENEY MARGUERITE F
10509 Spaulding Way
Rancho Cordova, CA 95670

072-0152-018-0000
PARKER RUBY
10505 Spaulding Way
Rancho Cordova, CA 95670

072-0152-019-0000
KIRBY CONNIE D/
BETTY T
10501 Spaulding Way
Rancho Cordova, CA 95670

072-1052-020-0000
ELENA V FAULKS
HOUSE TRUST
10499 Spaulding Way
Rancho Cordova, CA 95670

072-0152-021-0000
SMITH FAMILY TRUST
10493 Spaulding Way
Rancho Cordova, CA 95670

072-0153-001-0000
FREITAS BEVERLY J
10532 Spaulding Way
Rancho Cordova, CA 95670

072-0153-002-0000
MORRIS PAMELA S
10563 Spaulding Way
Rancho Cordova, CA 95670

072-0153-003-0000
PETLOWANY GREGORY F/
DORETTA
10540 Spaulding Way
Rancho Cordova, CA 95670

072-0153-004-0000
GOOD SHIRLEY ANN
P.O. BOX 203
RANCHO CORDOVA, CA 95670

072-0153-005-0000
HANSON PATRICIA A
2970 Mills Park Drive
Rancho Cordova, CA 95670

072-01532-006-000
GAYLORD LENERD M JR/
CHARLES R
3000 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-002-0000
TURNER STEPHAN G/
SANDRA K
10501 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-003-0000
BRAVO VALENTINE JR/
JOAN GAYNELL
2961 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-004-0000
BAILEY DARLENE L
2957 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-005-0000
AGUILAR JESUS/
OLIVIA MURO
2953 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-006-0000
BROWN DONNA L/
KENNETH L
2949 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-007-0000
MURRAY WILLIAM C/
LINDA M
2945 Mills Park Drive
Rancho Cordova, CA 95670

072-0154-008-0000
LANDR 2001
REVOCABLE TRUST
3820 Rollins Way
Antelope, CA 95843

072-0154-009-0000
HUNT LISA ANN/
ROBERT W
2937 Mills Park Drive
Rancho Cordova, CA 95670

072-0191-001-0000
REESE WALLY
10500 Spaulding Way
Rancho Cordova, CA 95670

072-0131-015-0000
JARDIN MOSES F JR/BONNIE J
2924 Shawn Way
Rancho Cordova, CA 95670

072-1031-018-0000
PICKETT CATHERINE C/ETAL
2901 Shawn Way
Rancho Cordova, CA 95670

072-0131-019-0000
GEIPEL ERIC/JEAN KIMBALL
02909 Shawn Way
Rancho Cordova, 95670

072-0231-021-0000
BACA JOSE A/EILEEN J
8082 Windward Key Drive
Chesapeake BCH, MD 20732

072-0131-021-0000
ABDUL GHAFOOR/SHAHBAIGUM
2925 Shawn Way
Rancho Cordova, CA 95670

072-0134-012-0000
BRABEC JASON M/SONDRA D
2930 Shawn Way
Rancho Cordova, CA 95670

072-0134-013-0000
WENTZ LIVING TRUST
2934 Shawn Way
Rancho Cordova, CA 95670

072-0134-014-0000
HESTER-STULTS DEBORAH
JAMES STULTS/JIM HONEYCUTT
2938 Shawn Way
Rancho Cordova, CA 95670

072-0135-001-0000
MARY N HESTER
REVOCABLE TRUST
02931 Shawn Way
Rancho Cordova, CA 95670

072-0135-002-0000
SOJOURNER BETH
2935 Shawn Way
Rancho Cordova, CA 95670

072-0135-003-0000
DEBRA PENDLETON
02939 Shawn Way
Rancho Cordova, CA 95670

072-0135-004-0000
BALLESTERO RAYMOND G/
SHARON LYNN
2943 Shawn Way
Rancho Cordova, CA 95670

072-0135-005-0000
BOLANOS OSCAR SR/MARTHA
02947 Shawn Way
Rancho Cordova, CA 95670

072-0135-006-0000
LOMBARDO FAMILY TRUST
2951 Shawn Way
Rancho Cordova, CA 95670

072-0135-007-0000
JONES MARK A/MURIEL A
2955 Shawn Way
Rancho Cordova, CA 95670

072-0140-004-0000
SANWAL RAVI N/MANITA
1928 Spring Ridge Court
Concord, CA 94521

072-0140-009-0000
SANWAL RAVI/MANITA
1928 Springridge Court
Concord, CA 95670

072-0140-010-0000
RANSON TIMOTHY/DEBORAH
1416 Devonshire Drive
El Cerrito, CA 94530

072-0140-011-0000
SANWAL RAVI N/MANITA
1928 Spring Ridge Court
Concord, CA 94521

072-0151-002-0000
SHAPLEY RICHARD O/
JEANETTE B
260 Robles Road
Arroyo Grande, CA 93420

072-0151-003-0000
GAGNON LA VERNE
2928 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-004-0000
WRIGHT JOHN
24991 La Magusta
Laguna Niguel, CA 92677

072-0151-005-0000
YOUNG ROBERT L/CHERYL S
2936 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-006-0000
MERCADO ANTONIO/MELANDA
02940 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-007-0000
FUENTES VICTOR/
MARIA MARTINEZ
2944 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-008-0000
SINGH LILA WATI
2948 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-009-0000
MILLER KENNETH L/PATRICIA A
2952 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-010-0000
QUACKENBUSH DON/SUSAN L
2958 Mills Park Drive
Rancho Cordova, CA 95670

072-0151-011-0000
LAVEZZO CRAIG A/BARBARA
CEMERON
10553 Glenview Way
Rancho Cordova, CA 95670

072-0151-012-0000
RAFFIELD JULIE ANNE/DAVID R
10549 Glenview Way
Rancho Cordova, CA 95670

072-0151-013-0000
WHITAKER DELORES
10545 Glenview Way
Rancho Cordova, CA 95670

072-0151-014-0000
THAO VA/DOUA VANG
27018 Woodberry Way 4
Rancho Cordova, CA 95670

072-0151-015-0000
FLAWD BARBARA J/
VERITY M GOULD
10537 Glenview Way
Rancho Cordova, CA 95670

072-0151-016-0000
PARKER EVANGELA
10533 Glenview Way
Rancho Cordova, CA 95670

072-0151-017-0000
PAOLI JUDY LYNN
10529 Glenview Way
Rancho Cordova, CA 95670

072-0151-018-0000
DARLENE N NASARIO
REVOCABLE TRUST/ETAL
731 Mountain View Drive
River Heights, CA 84321

072-0151-019-0000
ANDREWS WILLIAM F
10515 Glenview Way
Rancho Cordova, CA 95670

072-0151-020-0000
MCFALL SHERYL
10820 Ballantrae Way
Rancho Cordova, CA 95670

072-0151-021-0000
BLACK DONNA R
8300 Mondon Way
Orangevale, CA 95662

072-0151-022-0000
TAMPUS MIKE GUILLERMO/
ELIZABETH T
2218 Bucks Creek Court
Gold River, CA 95670

072-0151-023-0000
CORDON EDUARDO A/
MIGDALIA I
10518 Mills Tower Drive
Rancho Cordova, CA 95670

072-0151-024-0000
DEACON VICTOR H
11132 Noatak River Court
Rancho Cordova, CA 95670

072-0151-025-0000
DEACON VICTOR H
11132 Noatak River Court
Rancho Cordova, CA 95670

072-0151-029-0000
JOSEPH A TORRIST 1999 TRUST
8637 Kingdale Avenue
Orangevale, CA 95662

072-0151-030-0000
TORRISI TRUST
3479 Victoria Avenue
Santa Clara, Ca 95051

072-0151-031-0000
DAVIES 1991 LIVING TRUST
7916 FIndhorn Court
San Jose, CA 95135

072-0151-032-0000
FEITSER EDWARD/NATALYA
3013 Bluestar Court
Rancho Cordova, Ca 95670

072-0151-033-0000
LV BAT
03007 Blue Star Court
Rancho Cordova, CA 95670

072-0151-034-0000
JOHNSON FAMILY TRUST
643 Cheyenne Drive
Sunnyvale, CA 94086

072-0151-035-0000
HOASH FAMILY REVOCABLE TRUST
3332 Southport Drive
Sacramento, CA 95826

072-0151-036-0000
HOASH FAMILY
REVOCABLE TRUST
3332 Southport Drive
Sacramento, CA 95826

072-0151-037-0000
VILLARIMO FAMILY TRUST
9176 Kneeland Court
Elk Grove, CA 95624

072-0151-038-0000
COROMINAS EDWARD N/
GOME DELBERT M
8916 Los Posas Court
Granite Bay, CA 95746

072-0262-039-0000
MELVILLE FAMILY TRUST
PO Box 1297
Orangevale, CA 95662

072-0152-001-0000
BLACK JEAN C/RAYMOND S
11142 Jordan River Court
Rancho Cordova, CA 95670

072-0152-002-0000
AWABDEH RAED S/MANAR
10504 Glenview Way
Rancho Cordova, CA 95670

072-0152-003-0000
COOK LINDA
10508 Glenview Way
Rancho Cordova, CA 95670

072-0152-004-0000
BLAND KENNETH/ELISA A
10512 Glenview Way
Rancho Cordova, CA 95670

072-0152-005-0000
AMACHER ALAN W
10516 Glenview Way
Rancho Cordova, CA 95670

072-0152-006-0000
JORDAN THOMAS E
10520 Glenview Way
Rancho Cordova, CA 95670

072-0191-002-0000
DE VINE ANDREAS JOSEF/
DOROTHEA
10504 Spaulding Way
Rancho Cordova, CA 95670

072-0191-003-0000
DZIK TATYANA/VIKTOR
10508 Spaulding Way
Rancho Cordova, CA 95670

072-0191-004-0000
HUNRATH BROCK R/MELEA N
10512 Spaulding Way
Rancho Cordova, CA 95670

072-0191-005-0000
FARMER ROBIN R/THOMAS
10516 Spaulding Way
Rancho Cordova, CA 95670

072-0191-006-0000
ARCHIE EARL L/JOAN M
10520 Spaulding Way
Rancho Cordova, CA 95670

072-0191-007-0000
POPPEN KEN
10524 Spaulding Way
Rancho Cordova, CA 95670

072-0191-008-0000
LEVENTON STEVE L/
CHARLENE M
10528 Spaulding Way
Rancho Cordova, CA 95670

072-0191-009-0000
ROBERT L AMACHER
1992 REVOCABLE TRUST
3008 Mills Park Drive
Rancho Cordova, CA 95670

072-0191-010-0000
RAMPANI MICHAEL J/
MARCY ELLEN
3012 Mills Park Drive
Rancho Cordova, CA 95670

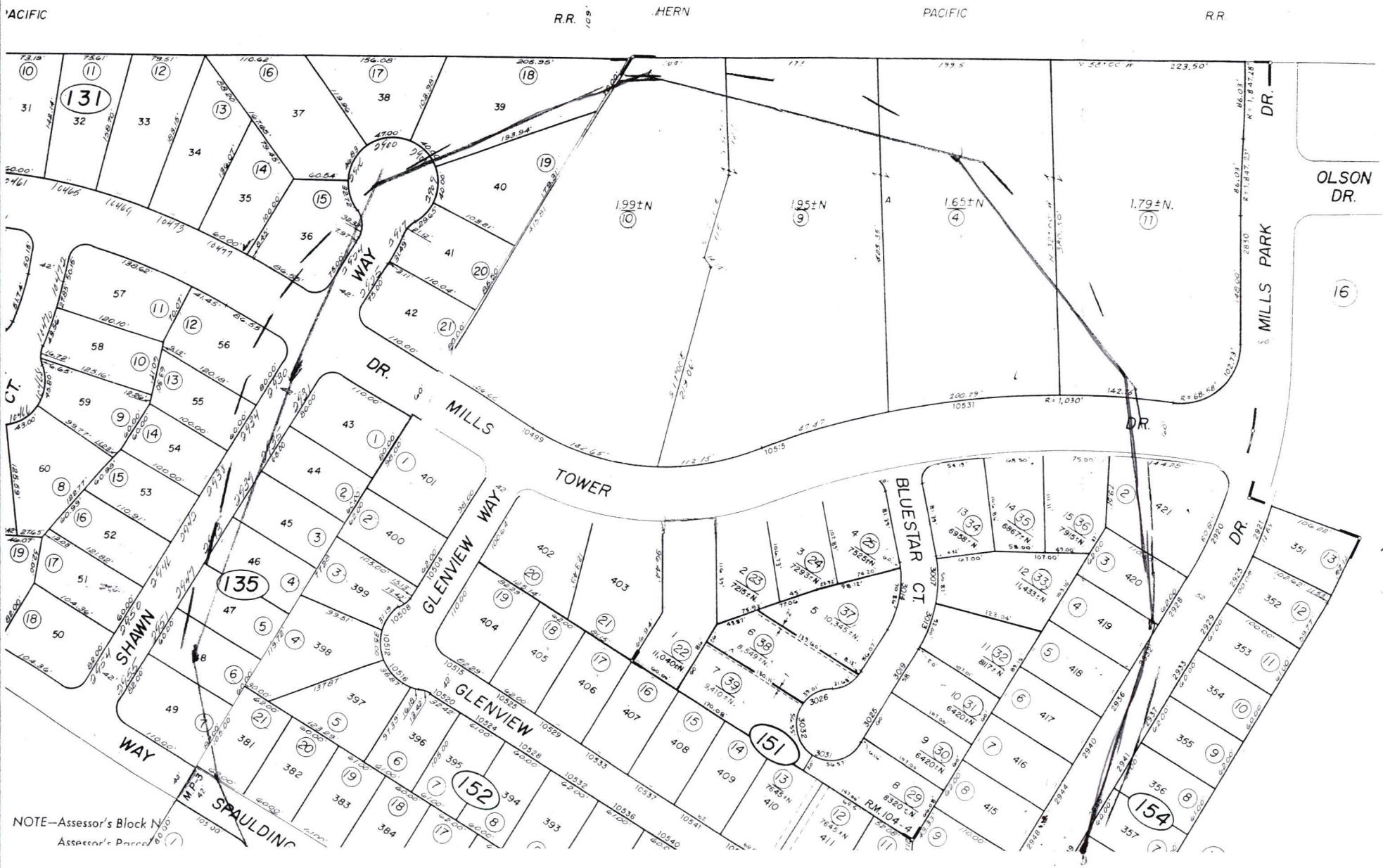
072-0192-001-0000
MARSHALL WENDI M
10500 Silverwood Way
Rancho Cordova, CA 95670

065

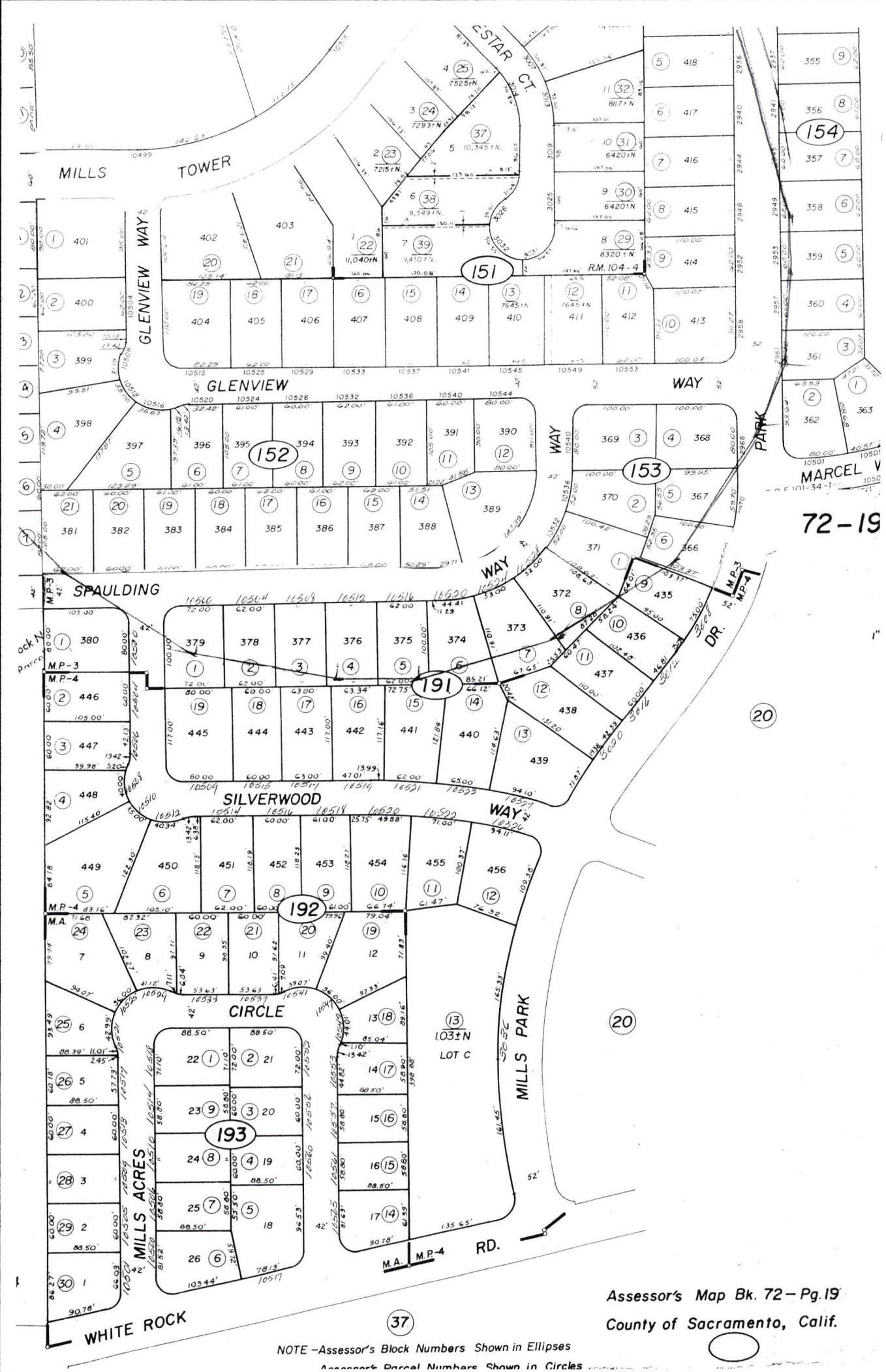
T.9N., R.6E. M.D.B.&M.
(ICHO RIO DE LOS AMERICANOS)

Tax Area Code
52-009

72-13



NOTE—Assessor's Block N
Assessor's Parce


MILLS TOWER
C'STAR CT.
GLENVIEW WAY
GLENVIEW WAY
SPAULDING WAY
SILVERWOOD WAY
CIRCLE
MILLS PARK
MILLS ACRES
WHITE ROCK RD.
PARK DR.
MARCEL W
151
152
153
154
191
192
193
R.M. 104-4
LOT C
1.03±N
72-19
Assessor's Map Bk. 72 – Pg. 19
County of Sacramento, Calif.
NOTE – Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles

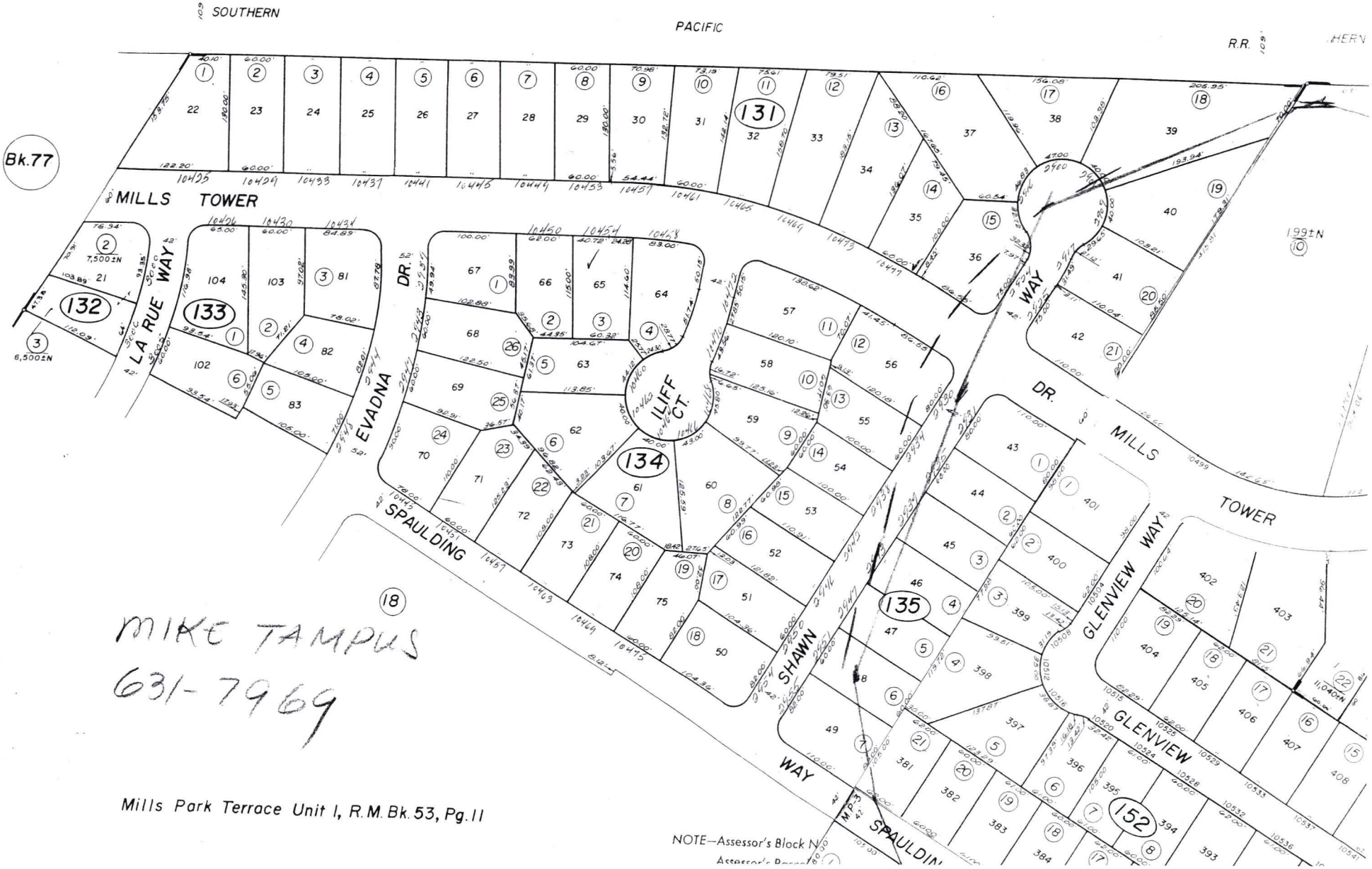
Bk. 57

POR. SEC. 34, T.9N., R.6E. M.D.B.&M.

(PROJ. INTO RANCHO RIO DE LOS AMERICANOS)

Tax Area Code 52-009

72-13

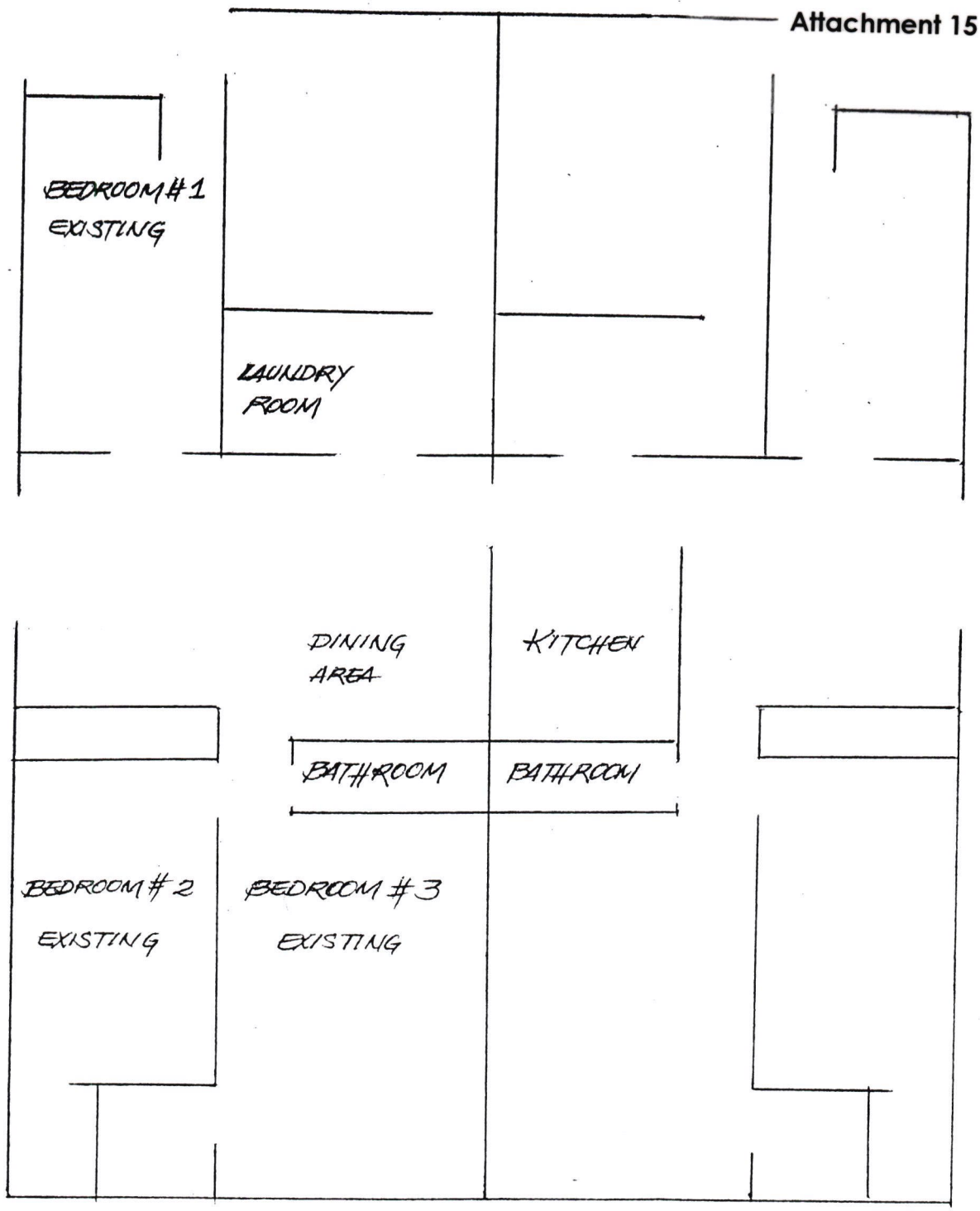


MIKE TAMPUS
631-7969

Mills Park Terrace Unit I, R.M. Bk. 53, Pg. 11

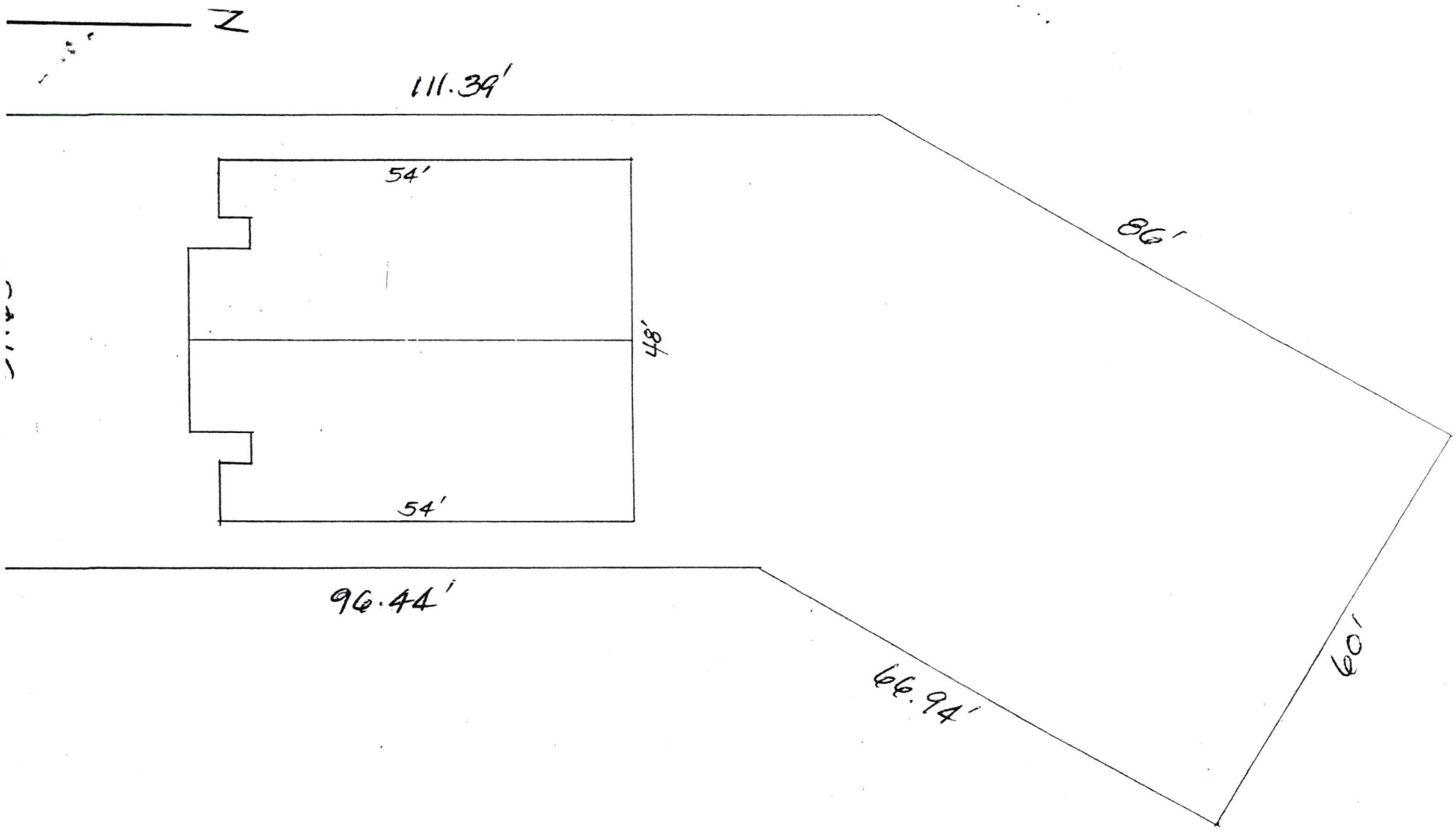
NOTE—Assessor's Block N

Attachment 15



FLOOR PLAN

KIMBERLY'S RESIDENTIAL CARE HOME
10514 MILLS TOWER DRIVE
RANCHO CORDOVA, CA 95670
PHONE (916) 362-4473



SITE PLAN FOR:	Kimberly's Residential Care Home
SITE ADDRESS:	10512-10514 Mills Tower Drive Rancho Cordova, CA 95670
OWNER:	Mike and Elizabeth Tampus
ADDRESS:	2218 Bucks Creek Court Gold River, CA 95670 Phone (916) 631-7969
ACREAGE:	11,040 Sq. Ft.

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Kathleen Franklin, Assistant Planner

SUBJECT: **TRINITY GARDEN ESTATES DESIGN REVIEW RC-04-092**

RECOMMENDATION

The Planning Commission recommends the City Council determine the project is exempt under Section 15332 - In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines and adopt Resolution No. 04-2005 approving Design Review for Project No. RC-04-092, subject to the findings, the Design Package (Exhibit A) and Conditions of Approval (Exhibit B).

BACKGROUND

The applicant is proposing a 21 unit multi-family residential project on a 1.5+/- acre parcel located on the corner of Trinity River Drive and Coloma Road on property zoned LC – Limited Commercial. The sight is currently vacant and is surrounded by single-family, multi-family and commercial land uses.

The Planning Commission reviewed the above referenced project at its November 10, 2004 meeting. The Commission had several concerns with the project and continued the item asking the applicant to address several issues. The Commission provided direction to the applicant citing the following concerns:

1. The sound wall along Coloma Drive should provide some type of decorative stone, cap stone, etc. to enhance the look of the wall.
2. Provide the Commission a view of the project from Trinity River Drive. Ensure that there is articulation to the elevations and architectural features that provide interest.
3. Provide the Commission with a perspective of the project looking down Trinity River Drive from Coloma.
4. Provide a materials and colors board for the project.
5. Provide a break in the roof lines along Trinity River Drive.
6. Provide routes for people from the surrounding residential areas to walk into the existing Shopping Center. This could be accomplished through enhanced paving materials.

The applicant revised the plans and the Planning Commission reviewed them at its December 9, 2004 meeting. The applicant believed the revised plans more clearly

defined the view of the project both from Trinity River Drive and Coloma Road. Changes were also made to the exterior wall to provide a more decorative look along Coloma Road. The Planning Commission reviewed the revised plans and determined the applicant had provided the necessary information to enable them to move the project forward.

The Planning Commission requested that City staff review the feasibility and appropriateness of requiring the applicant to construct a walkway outside of, but directly adjacent to, the proposed project. Public Works has prepared a memo addressing the Commission's request. This memo (Attachment 2) has been included with the staff report for Council's review. After reviewing the memo from Public Works, Planning staff does not consider requiring construction of an off-site pedestrian facility in conjunction with this project to be an appropriate condition of approval. Staff has made this determination based on several factors:

- There is existing access to the shopping center from the surrounding neighborhoods on sidewalks provided along Trinity River Drive and Coloma Road.
- The logistics of constructing a walkway from Coloma Road/Trinity River would be difficult because of the grade difference onto the shopping center site and may be of substantial cost to the applicant.
- The applicant has only a small ownership interest (8%) in the adjoining property and would have to negotiate with the adjacent property owners for a reciprocal easement to allow him to construct the walkway.
- There are legal issues related to requiring off-site improvements that do not serve the future project residents.
- It is unclear that the applicant has the legal ability to construct the improvements due to land ownership issues.

If the Council considers the benefits of additional pedestrian improvements to outweigh the above concerns and would like to condition the project to include a walkway, then staff recommends the project be continued to allow additional time for the applicant and staff to investigate this matter.

Following consideration of staff's presentation, public comments and discussion of the project, the Planning Commission forwarded a recommendation of approval of the project to the City Council with a motion that carried by a 7-0 vote.

Attachment(s):

1. Resolution No. 04-2005 with Design Package (Exhibit A) and Conditions of Approval (Exhibit B)
2. Memo dated January 11, 2005 from the Public Works Director
3. Planning Commission Staff Report dated December 9, 2004
4. Planning Commission Minutes dated December 9, 2004
5. Project Plans
6. 500 foot Radius Map and Mailing Labels

RESOLUTION 04-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING A DESIGN REVIEW FOR THE TRINITY GARDEN ESTATES APARTMENTS PROJECT # RC-04-092

WHEREAS, Joseph Martel, M.D. (hereinafter referred to as Applicant) filed an application with the City of Rancho Cordova (hereinafter referred to as City) for a Design Review for the construction of the 21 unit apartment project, known as, Trinity Garden Estates, to be located at the northeast corner of Trinity River Drive and Coloma Road (APN 056-0430-001); and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, the Planning Commission reviewed the plans for consistency with the City's adopted Design Review Ordinance and subsequently moved to forward a recommendation of approval to the City Council, on December 9, 2004; and

WHEREAS, the City Council of the City of Rancho Cordova has conducted a properly noticed public hearing pursuant to Government Code section 65090 and has duly considered all written and verbal testimony presented during the hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

1. That the project site was adequately analyzed according to the Guidelines of the California Environmental Quality Act.

   Finding:
   The project site is in compliance with the California Environmental Quality Act (CEQA).

   Evidence: The project is exempt under Section 15332 – In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

2. Approve the Design Review, subject to the Design Package (see Exhibit A) and the Conditions of Approval (see Exhibit B); supported by the following Findings and Evidence:

Findings:

1. Mass, scale and architecture which is compatible with existing and adjacent neighborhoods. The intent is to encourage appropriate transitions between uses and structures of varying residential density and a general compatibility of architectural styles.
2. Original designs that are tailored to the site and discourage monotonous or institutional type buildings and site design.
3. Site design that preserves, enhances, and incorporates the significant natural features of a site as an element within the overall design.
4. High quality building designs that consist of durable and maintainable materials for the exterior treatment of the buildings that complement the building mass and articulation.

5. The establishment of a streetscape presence and appearance through setbacks, landscaping, building placement, and architecture that defines the pedestrian and vehicular corridor and presents an appealing and continuous theme along a sidewalk, street or trail.
6. Landscaping that softens the appearance of pavement and structures, and provides an eventual tree canopy along the street and pedestrian walkways.
7. Ensure that design provisions do not preclude the development of multi-family housing affordable to all income levels.

Evidence:

1. The project has been designed to lessen the mass and scale of the project to the surrounding neighborhood. The project proposes 16 2-story units and 5 1-story units that are designed to be compatible with the existing multifamily use to the north and create a smooth transition from the multi-family and commercial/shopping center use to the low density residential use on the west side of Trinity River Drive.
2. The design features mixed use of one and two story structures which provide visual interest and a greater feeling of openness. The offsetting elevations provide irregular landscaped setback areas and courtyards and a variety of roof lines. The proposed architecture has been influenced by the Mediterranean style with the curved arch over the window casings.
3. The project site is currently vacant with trees on the perimeter along Coloma Road. The site is below the street level of Coloma and Trinity River Drive slopes along the east side of the parcel. The applicant is proposing a 25 foot landscape setback along Trinity River Drive to soften the view of the proposed development from the single-family residential dwellings across the street. In addition, extensive landscaping including a large center courtyard will benefit all the residents.
4. The project is designed in a "Traditional" character with abundant windows and doorways to provide architectural interest. Sky lights will be used throughout the complex which will break up the long "look" of the roof line as well as providing additional light within the residence. Roof material will be dimensional composition and the exterior will be multi-color stucco. The applicant has made a number of changes to the original design in order to present a satisfactory product that meets the intent of the City's Design Ordinance and staff could present to the Planning Commission for its review.
5. The project is directly across the street from single story homes to the west with multi-family to the north and commercial to the north east and south. The scale and setbacks of the new buildings would not encroach upon the privacy of the adjoining properties. Utilizing this parcel for multi-family is a favorable transition between the existing uses.
6. Extensive landscaping is proposed for the project including a 25 foot landscape corridor on the west side along the Trinity River Drive and on the south along Coloma Road. There will be a large, landscaped open space area on the interior of the project for the use of all residents and an adjacent landscaped tot-lot. Walkways will be composed of stamped, colored concrete and concrete accent paving. All existing Oak trees will be saved and are integrated with new landscaping.
7. The proposed project is a market rate apartment complex which does not include any affordable rate units. The mix of 1 and 2 story structures provides a visual interest and a greater feeling of openness. Sixteen units are 2 stories with 2 bedrooms, 2.5 baths and are approximately 1,184 square feet. Five of the units are 1 story with 2 bedrooms and 2 baths.

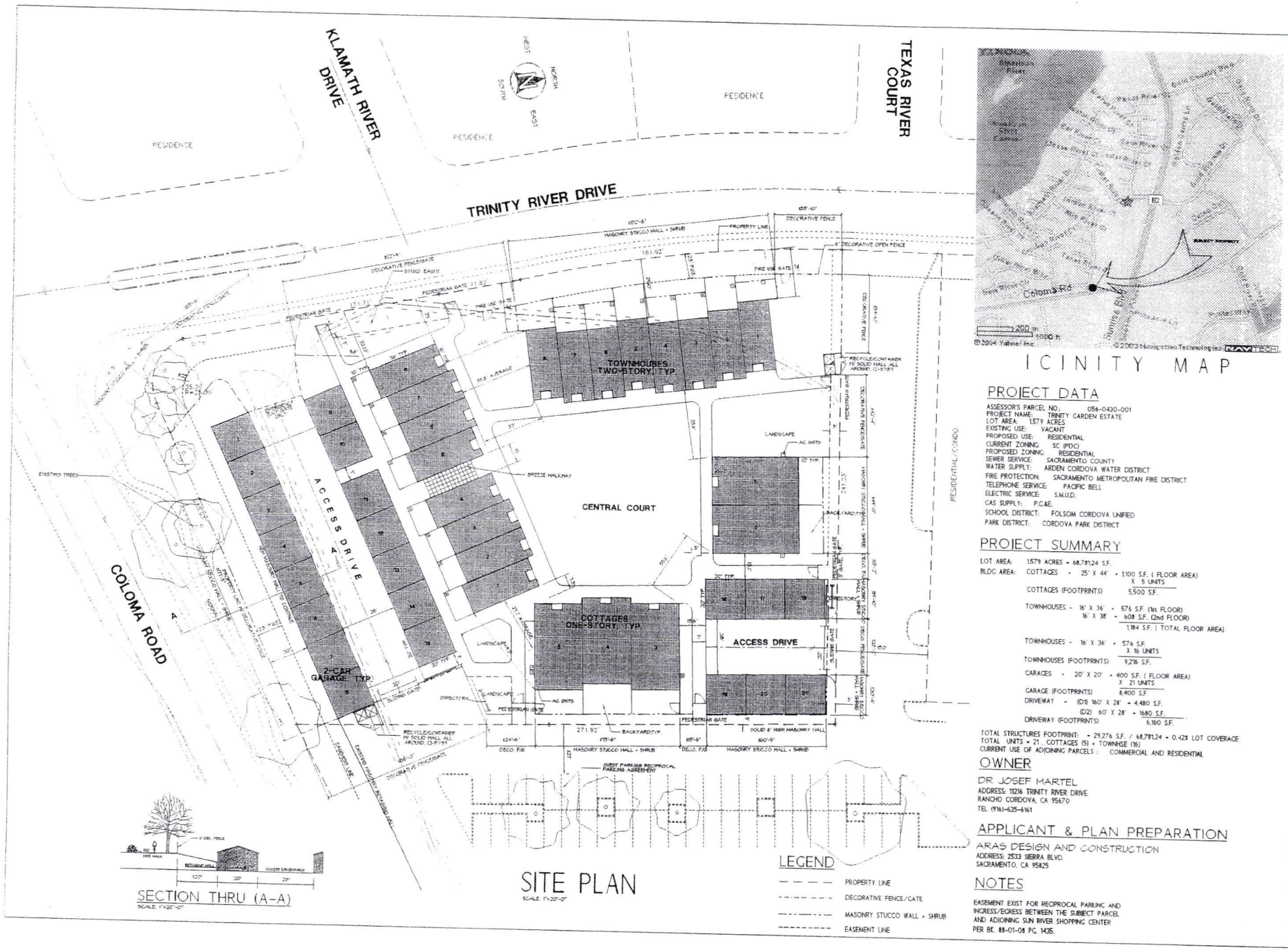
PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January 2005.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

_____
LILLIAN HARE
CITY CLERK



ICINITY MAP

PROJECT DATA

ASSESSOR'S PARCEL NO.: 056-0430-001
PROJECT NAME: TRINITY GARDEN ESTATE
LOT AREA: 1.579 ACRES
EXISTING USE: VACANT
PROPOSED USE: RESIDENTIAL
CURRENT ZONING: SC (PDC)
PROPOSED ZONING: RESIDENTIAL
SEWER SERVICE: SACRAMENTO COUNTY
WATER SUPPLY: ARDEN CORDOVA WATER DISTRICT
FIRE PROTECTION: SACRAMENTO METROPOLITAN FIRE DISTRICT
TELEPHONE SERVICE: PACIFIC BELL
ELECTRIC SERVICE: S.M.U.D.
GAS SUPPLY: P.G.&E.
SCHOOL DISTRICT: FOLSOM CORDOVA UNIFIED
PARK DISTRICT: CORDOVA PARK DISTRICT

PROJECT SUMMARY

LOT AREA: 1.579 ACRES = 68,781.24 S.F.
BLDG AREA: COTTAGES - 25' X 44' = 1,100 S.F. (FLOOR AREA) X 5 UNITS
COTTAGES (FOOTPRINTS) 5,500 S.F.
TOWNHOUSES - 16' X 36' = 576 S.F. (1st FLOOR)
16' X 38' = 608 S.F. (2nd FLOOR)
1,184 S.F. (TOTAL FLOOR AREA)
TOWNHOUSES - 16' X 36' = 576 S.F. X 16 UNITS
TOWNHOUSES (FOOTPRINTS) 9,216 S.F.
GARAGES - 20' X 20' = 400 S.F. (FLOOR AREA) X 21 UNITS
GARAGE (FOOTPRINTS) 8,400 S.F.
DRIVEWAY - (D1) 160' X 28' = 4,480 S.F.
(D2) 60' X 28' = 1680 S.F.
DRIVEWAY (FOOTPRINTS) 6,160 S.F.

TOTAL STRUCTURES FOOTPRINT: = 29,276 S.F. / 68,781.24 = 0.42% LOT COVERAGE
TOTAL UNITS = 21 , COTTAGES (5) + TOWNHSE (16)
CURRENT USE OF ADJOINING PARCELS : COMMERCIAL AND RESIDENTIAL

OWNER

DR JOSEF MARTEL
ADDRESS: 11216 TRINITY RIVER DRIVE
RANCHO CORDOVA, CA 95670
TEL (916)-635-6161

APPLICANT & PLAN PREPARATION

ARAS DESIGN AND CONSTRUCTION
ADDRESS: 2533 SIERRA BLVD.
SACRAMENTO, CA 95825

NOTES

EASEMENT EXIST FOR RECIPROCAL PARKING AND INGRESS/EGRESS BETWEEN THE SUBJECT PARCEL AND ADJOINING SUN RIVER SHOPPING CENTER PER BK. 88-01-08 PG. 1435.

LEGEND

- PROPERTY LINE
- DECORATIVE FENCE/GATE
- MASONRY STUCCO WALL + SHRUB
- EASEMENT LINE

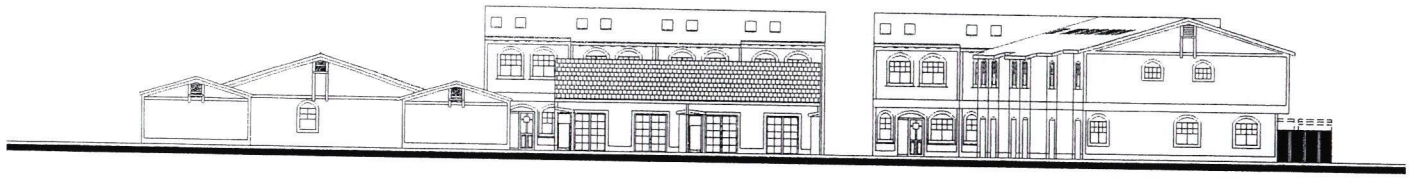
ARAS DESIGN AND CONSTRUCTION
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0110 FAX (916)
DESIGN AND BUILT

REVISIONS

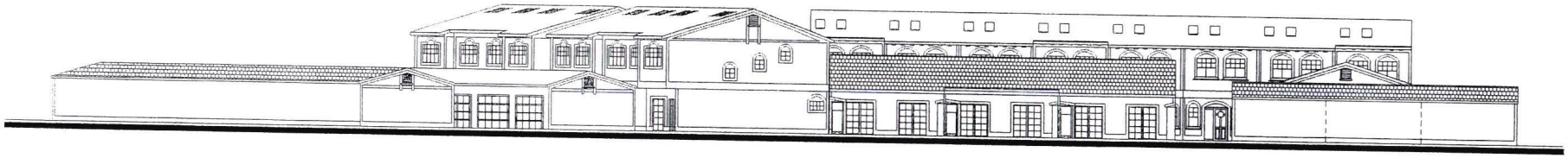
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE: SITE PLAN
DATE: -/-/-
JOB NO. 02-01-0425
SHEET NO. A-1
1 of 7 sheets

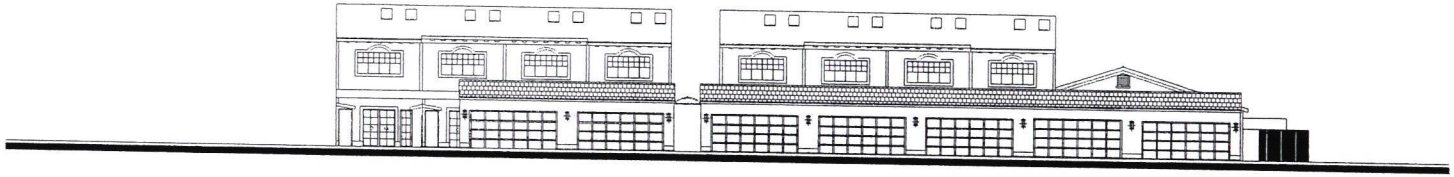
Exhibit A



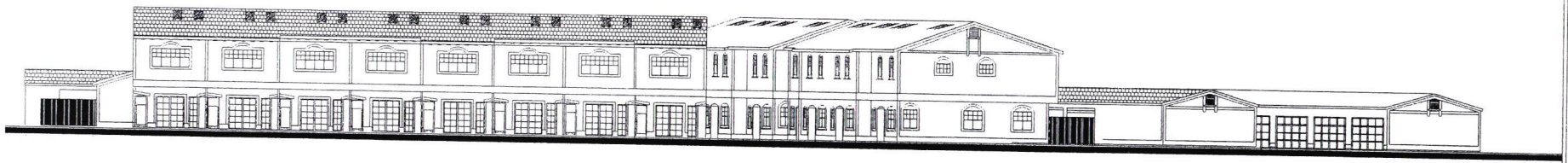
NORTHERLY ELEVATION



EASTHERLY ELEVATION



SOUTHERLY ELEVATION



WESTERLY ELEVATION

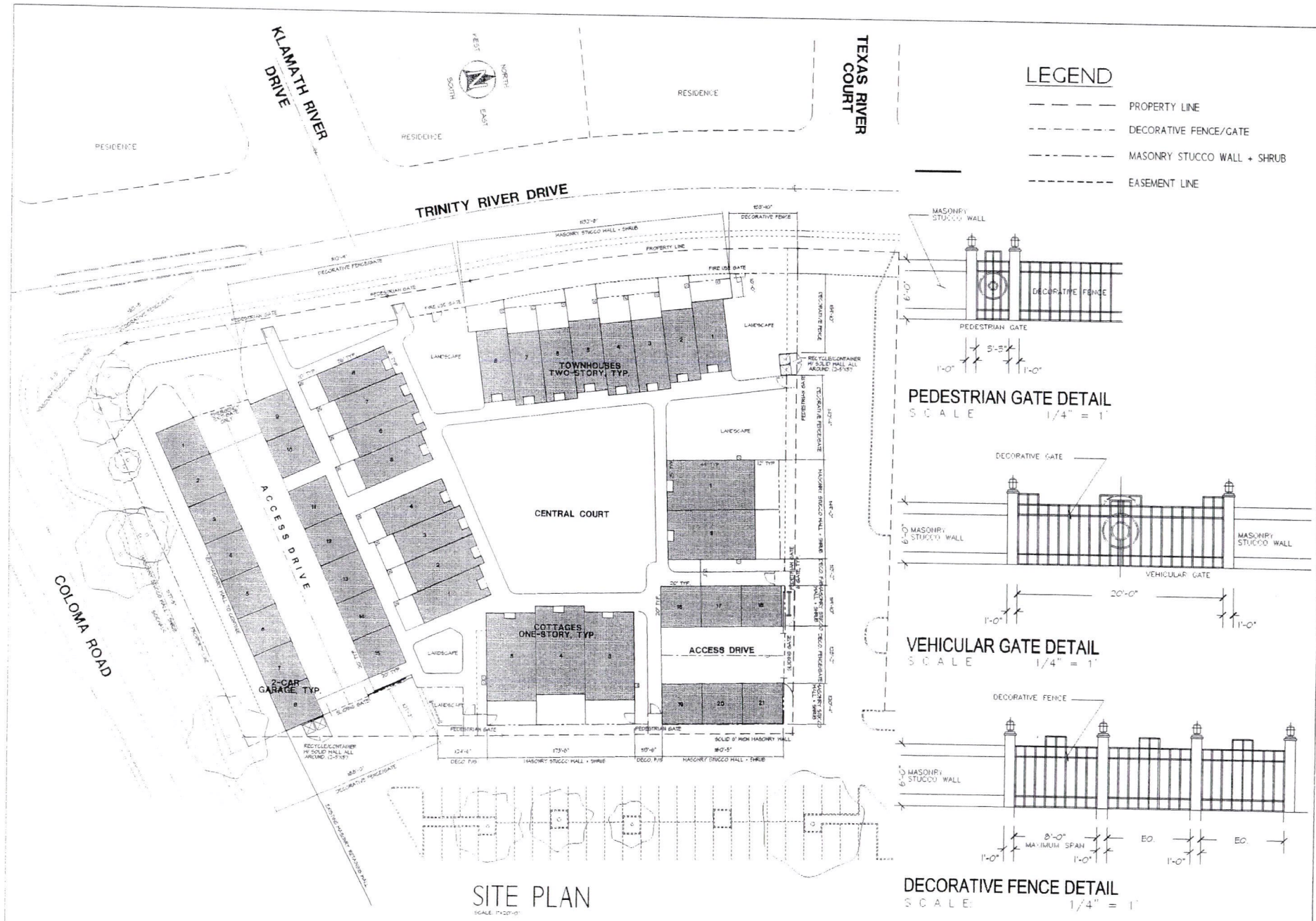
ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0110
FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE ELEVATIONS

DATE: -/-/-
JOB NO. 02-01-04.25
SHEET NO. A-1.1
2 of 7 sheets



SITE PLAN

SCALE: 1"=20'-0"

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILT
2533 SEIRRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0119 FAX: (916)

REVISIONS

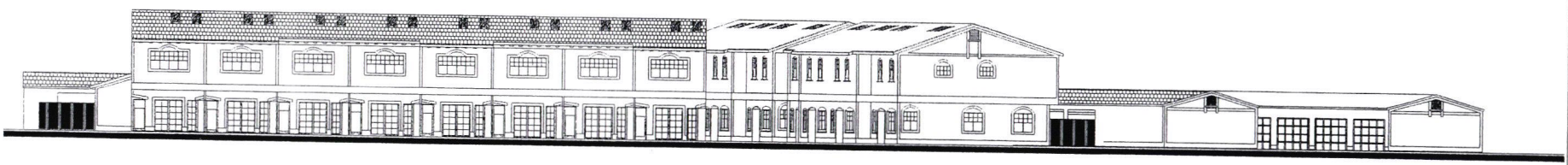
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE PLAN
FENCE DETAIL

DATE: -/-/-

JOB NO. 02-01-04.25

SHEET NO. **A-1.2**
4 of 7 sheets



WESTHERLY ELEVATION

SCALE: 3/32" = 1'

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE ELEVATIONS

DATE: -/-/-
JOB NO. 02-01-04.25
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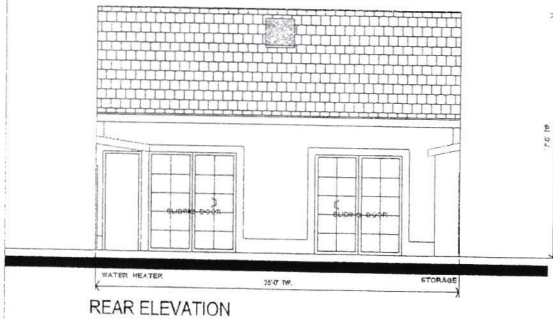
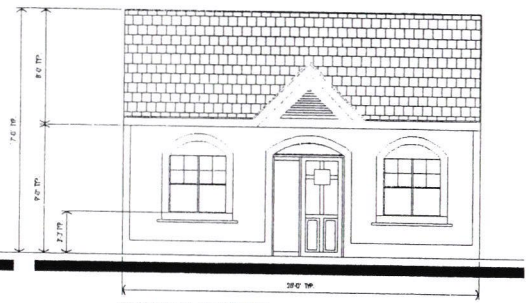
A-1.3
4 of 7 sheets



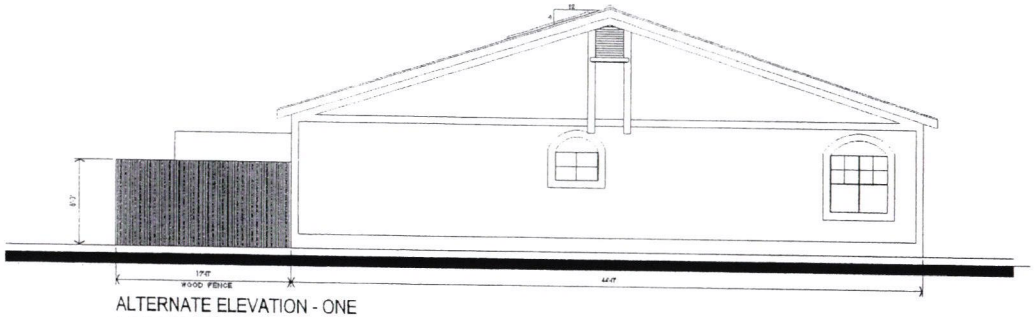
REAR ELEVATION

SCALE: 1/4" = 1'



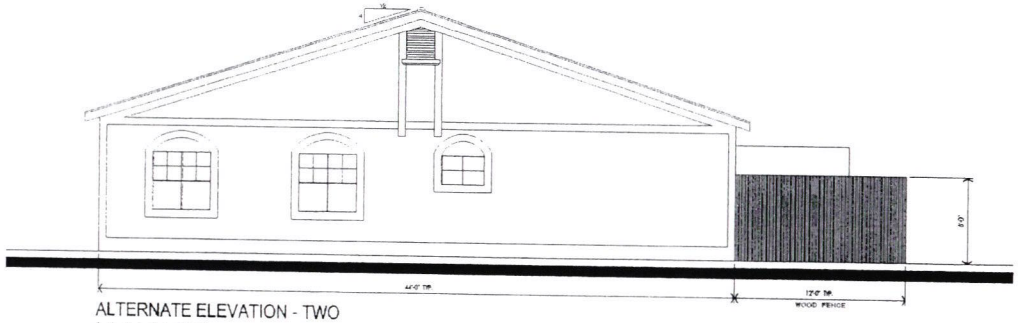
FRONT ELEVATION

SCALE: 1/4" = 1'



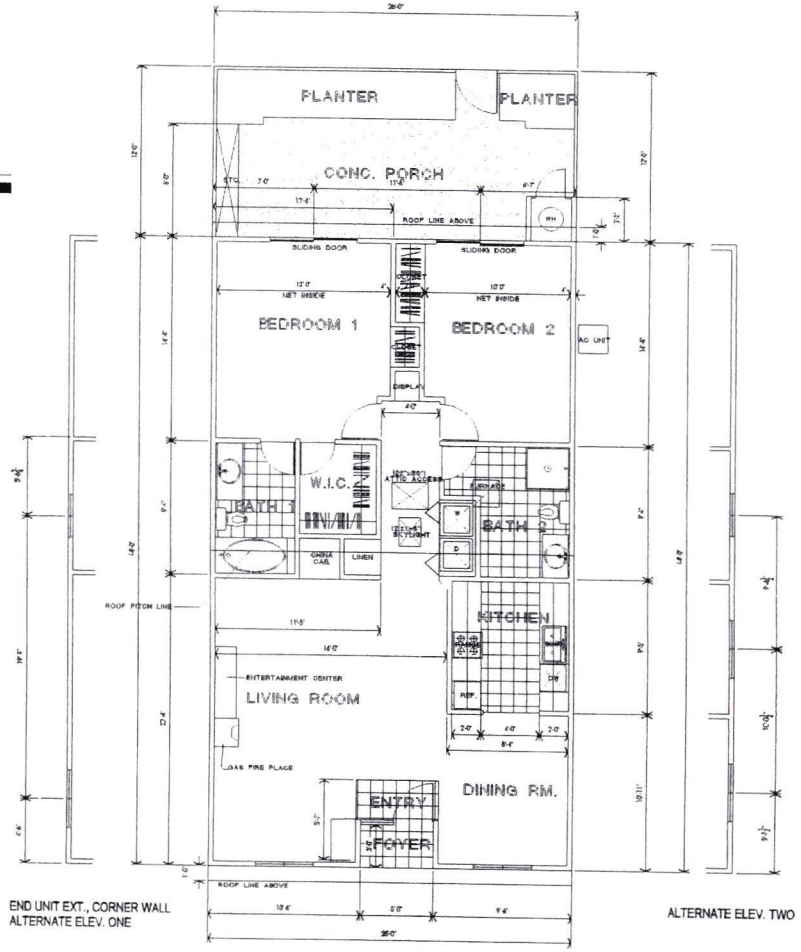
ALTERNATE ELEVATION - ONE

SCALE: 1/4" = 1'



ALTERNATE ELEVATION - TWO

SCALE: 1/4" = 1'



END UNIT EXT., CORNER WALL
ALTERNATE ELEV. ONE

ALTERNATE ELEV. TWO

COTTAGE FLOOR PLAN (ONE-STORY) INTERIOR. UNIT, TYP.

SCALE: 1/4" = 1'

AREA = 1,100 S.F.

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0110
FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

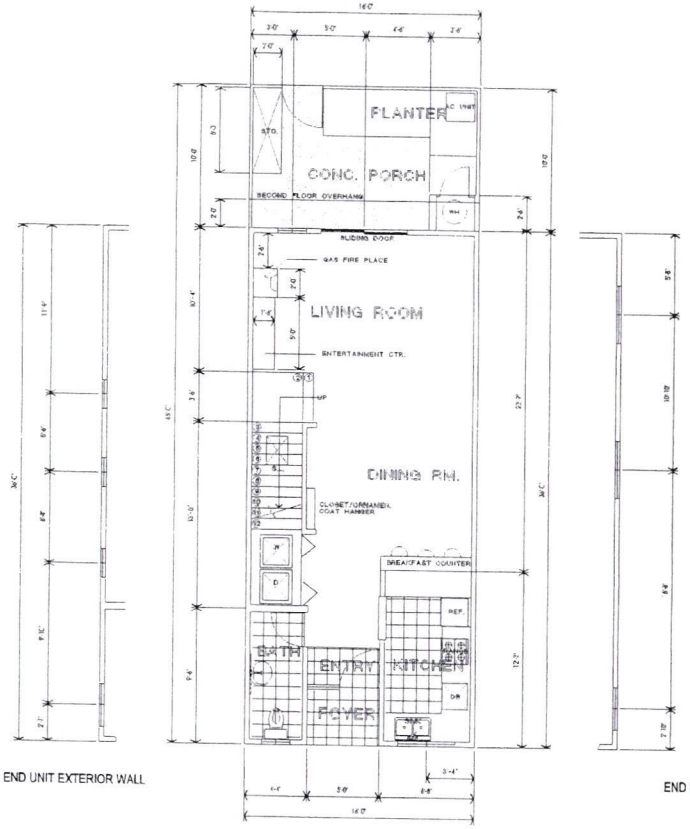
DRAWING TITLE
COTTAGE FLOOR PLAN
COTTAGE ELEVATIONS

DATE: -/-/-

JOB NO. 02-01-0425

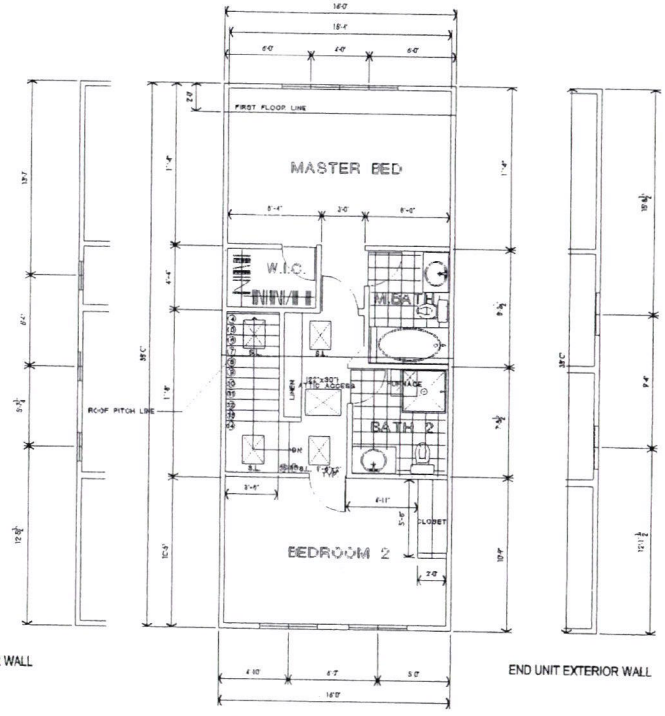
SHEET NO. **A-2**

5 of 7 sheets



FIRST FLOOR PLAN - 16' x 36' = 576 S.F.

SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN - 16' x 38' = 608 S.F.

SCALE: 1/4" = 1'-0"

TOWNHOUSE (TWO-STORY) INTERIOR. UNIT, TYP.

AREA = 1,184 S.F.

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2633 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
TOWNHOUSE FLOOR PLAN

DATE: -/-/-

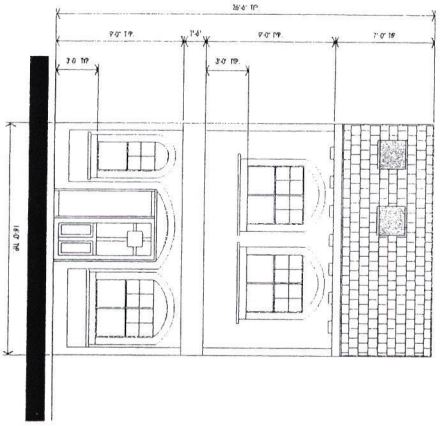
JOB NO. 02-01-0423

SHEET NO. A-3
6 of 7 sheets

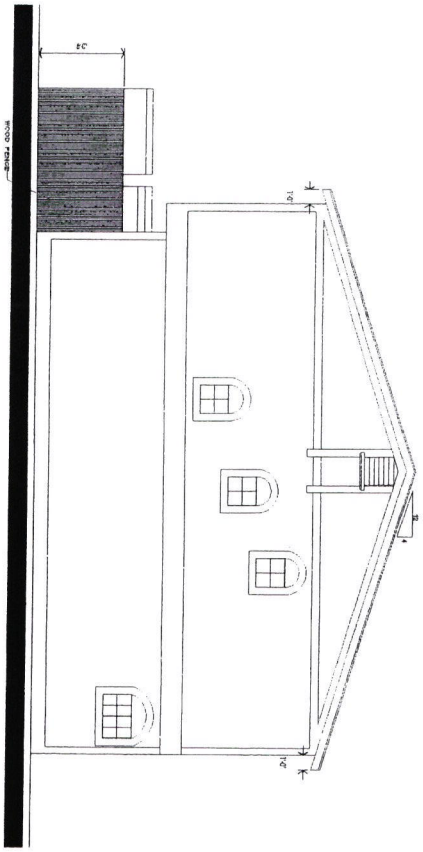
REAR ELEVATION



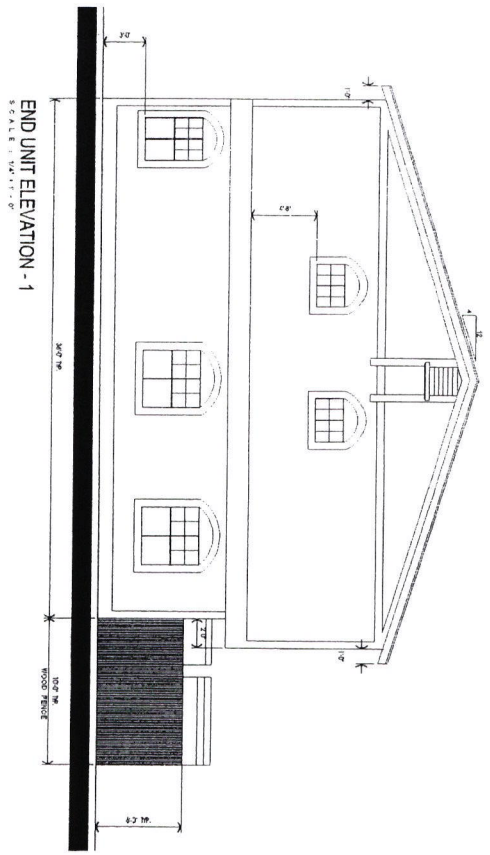
FRONT ELEVATION



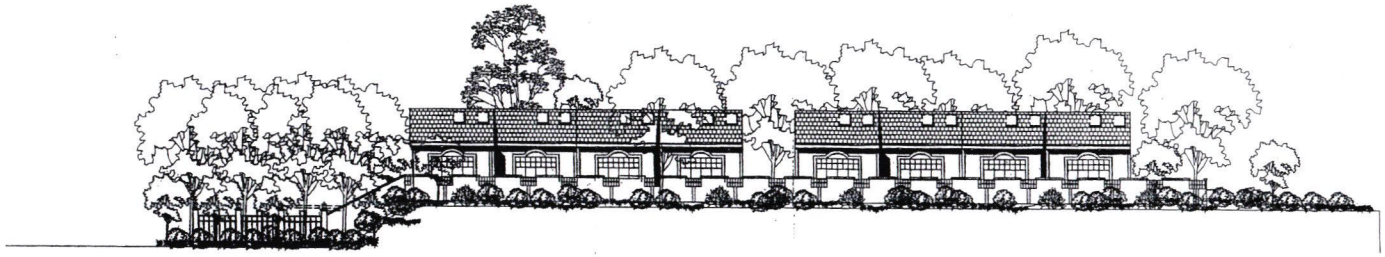
END UNIT ELEVATION - 2



END UNIT ELEVATION - 1



A-4	DRAWING TITLE: TOWNHOUSE ELEVATIONS	**TRINITY GARDEN ESTATE** **COLOMA ROAD AT TRINITY RIVER DRIVE** SACRAMENTO, CALIFORNIA	**ARAS** DESIGN AND CONSTRUCTION 2533 SIERRA BLVD. SACRAMENTO, CALIFORNIA 95825 (916) 486-0110 FAX: (916) DESIGN AND BUILD



ELEVATION ALONG COLOMA ROAD
SCALE: 3/32" = 1'



ELEVATION ALONG TRINITY RIVER DRIVE
SCALE: 3/32" = 1'

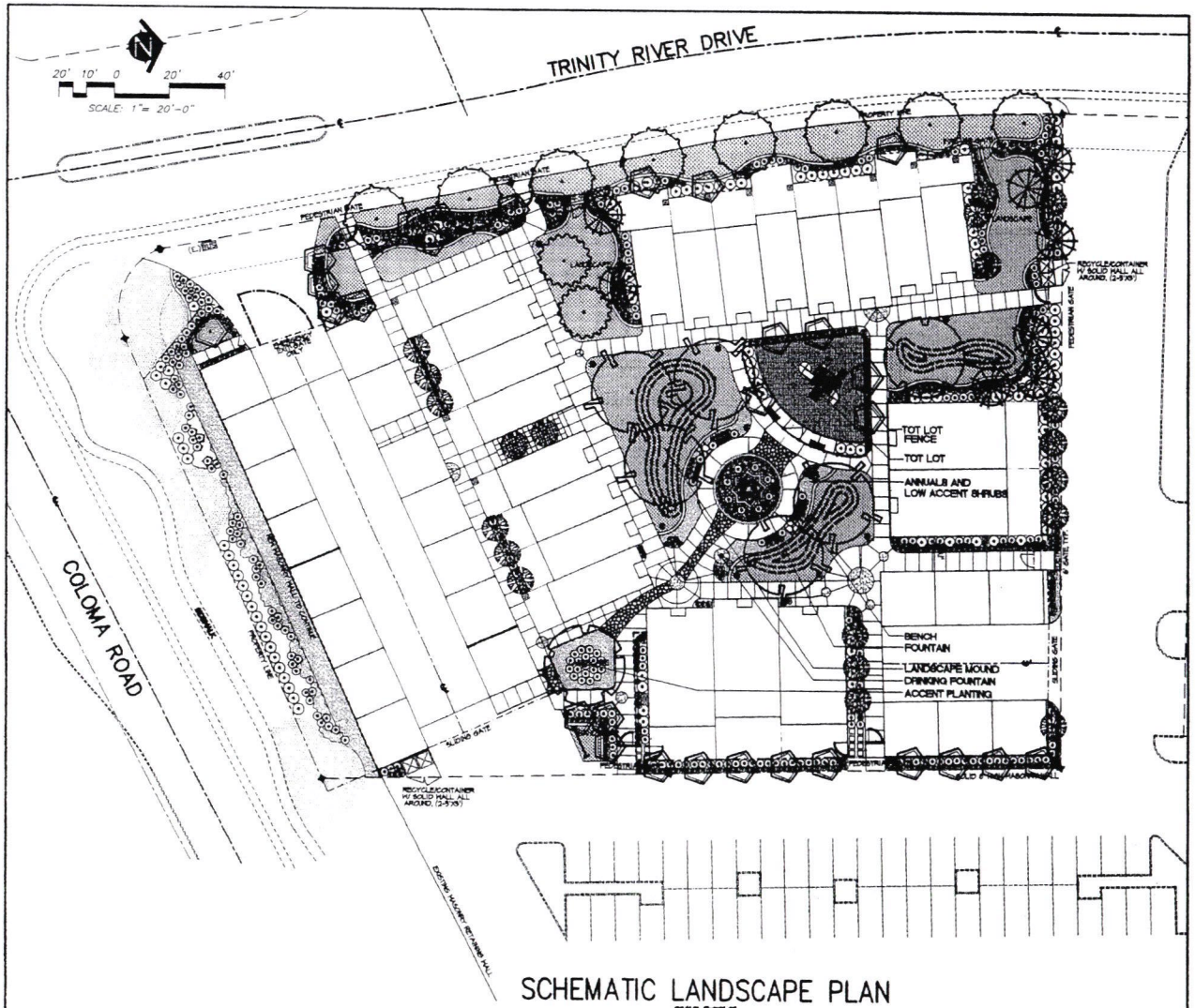
ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE: SITE ELEVATIONS

DATE: -/-/-
JOB NO. 02-03-0425
SHEET NO. A-1.3
of . sheets



SCHEMATIC LANDSCAPE PLAN

GENERAL LANDSCAPE REQUIREMENTS/NOTES

1. GENERAL: PROCEED WITH WORK IN ORDERLY AND TIMELY MANNER TO COMPLETE INSTALLATION OF LANDSCAPING WITHIN CONTRACT LIMITS.
2. EXISTING CONSTRUCTION: EXECUTE WORK IN AN ORDERLY AND CAREFUL MANNER TO PROTECT NEW CONCRETE WALKS, WORK OF OTHER TRADES, AND OTHER IMPROVEMENTS.
3. EXISTING UTILITIES: DETERMINE LOCATION OF UNDERGROUND UTILITIES AND PERFORM WORK IN A MANNER WHICH WILL AVOID POSSIBLE DAMAGE. HAND EXCAVATE, AS REQUIRED, TO MINIMIZE POSSIBILITY OF DAMAGE TO UNDERGROUND UTILITIES. MAINTAIN GRADE STAKES SET BY OTHERS UNTIL REMOVAL IS MUTUALLY AGREED UPON BY ALL PARTIES CONCERNED. BE RESPONSIBLE FOR PROTECTION OF EXISTING UTILITIES WITHIN CONSTRUCTION AREA. REPAIR DAMAGE TO UTILITIES THAT OCCUR AS A RESULT OF OPERATIONS OF THIS WORK.
4. NO PLANTING SHALL BE STARTED UNTIL SPRINKLER IRRIGATION SYSTEM HAS BEEN TESTED BY CONTRACTOR IN PRESENCE OF OWNER'S REPRESENTATIVE AND NOTED DEFICIENCIES CORRECTED.
5. NO PLANTING SHALL BE STARTED UNTIL SOIL PREPARATION AND FINISH GRADING OPERATIONS HAVE BEEN COMPLETED AND APPROVED BY THE OWNER'S REPRESENTATIVE.

PROPOSED SHRUBS AND GROUNDCOVER

SHRUBS

ABELIA GRANDIFLORA 'SHERWOODII' ... GLOSSY ABELIA
ACAPANTHUS AFRICANUS 'PETER PAN' ... DWARF LILY-OF-THE-NILE
AZALEA (PINK) ... PINK DECIDUOUS AZALEA
CAMELLIA SASANGUA 'YULETIDE' ...CAMELLIA
CISTUS PURPUREUS ... ORCHID ROCKROSE
COTONEASTER HORIZONTALIS ... ROCK COTONEASTER
DIETES VEGETA ... FORTNIGHT LILY
ESCALLONIA RUBRA 'NEWPORT DWARF' .... DWARF ESCALLONIA
HYPERICUM MOSERANUM ... GOLD FLOWER
MAHONIA AQUIFOLIUM 'COMPACTA' ... DWARF OREGON GRAPE
NANDINA DOMESTICA 'HARBOR DWARF' ... DWARF HEAVENLY BAMBOO
PHOTINIA FRASERI ...PHOTINIA
PITTOSPORUM TOBIRA 'WHEELER'S DWARF' ... DWARF PITTOSPORUM
PODOCARPUS GRACILIOR ... FERN PINE
RAPHIOLEPIS INDICA 'BALLERINA' ... DWARF INDIA HAWTHORN
RAPHIOLEPIS INDICA 'JACK EVANS' ... PINK INDIA HAWTHORN
ROSMARINUS 'PROSTRATUS' ... DWARF ROSEMARY
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE
VIBURNUM DAVIDII ... DAVID'S VIBURNUM
XYLOSMA CONGESTUM ... SHINY LEAF XYLOSMA

GROUNDCOVER

GAZANIA 'MITSUWA YELLOW' ... TRAILING GAZANIA
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE

KEY — LANDSCAPE LEGEND

- LAWN (SOD)
- TREES - NOT ALL SYMBOLS SHOWN
- EXISTING TREES TO REMAIN
- SHRUBS
- ANNUALS/GROUND COVER
- PEA GRAVEL
- BARK MULCH UNDER EXISTIN OAKS
- STAMPED, COLORED CONCRETE
- CONCRETE WALK W/ ACCENT PAVING
- CONCRETE MOWSTRIP
- BENCH
- DRINKING FOUNTAIN
- STEPPING STONES
- INTERMEDIATE LANDSCAPE LIGHTS (10-15FT. HEIGHT)

SYM. — PROPOSED TREES

- ACER PALMATUM _ JAPANESE MAPLE
- CELTIS SINENSIS _ CHINESE HACKBERRY
- LAGERSTROEMIA INDICA 'WATERMELON'_ RED CRAPE MYRTLE
- PYRUS CALLERYANA 'CAPITAL' _ ORNAMENTAL PEAR
- PISTACIA CHINENSIS _CHINESE PISTACHE
- SEQUOIA SEMPERVIRENS 'APTOS BLUE' _ COAST REDWOOD
- ULMUS PARVIFOLIA _ CHINESE ELM

MTW Group — Landscape Architecture and Planning — 10411 Old Placerville Road, Suite 200, Sacramento, CA 95827, 916 369-3990

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILT
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE: SCHEMATIC LANDSCAPE PLAN

DATE: AUGUST 26, 2004
JOB NO. 2004-019
SHEET NO. L1
of sheets

Conditions of Approval

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
1.	The project shall be constructed in substantial compliance with the approved plans (Exhibit A) adopted by the City Council on January 18, 2005.	On-Going	Planning	
2.	The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning	
	Prior to Issuance of Building Permits			
3.	The buildings shall be reviewed for architectural consistency with the approved plans by the Planning Director.	Prior to Building Permits	Planning	
4.	On site fire protection devices, hydrants, and adequate water supply shall be installed and approved by Metro Fire, prior to combustible materials stored on site.	Prior to Building Permits	Metro Fire	
	Prior to Issuance of Occupancy Permit			
5.	An inspection of the finished building and site plan changes shall be conducted by the Planning Director.	Prior to Final Inspection	Planning	
6.	Install final site landscaping according to the approved plan. The total site landscaping shall be installed and accepted by the Planning Director, prior to occupancy of the buildings.	Prior to Final Inspection	Planning	
7.	Obtain appropriate permits from Public Works and provide adequate drain facilities into the established flood control system, in accordance with the Sacramento County Improvement Standards.	Prior to Final Inspection	Water Resources-Drainage	

Exhibit B

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
8.	Installation of privacy ingress and egress gates shall be according to Metro Fire standards; police and solid waste shall be consulted of the installation and modifications made per their comment.	Prior to Final Inspection	Planning	
9.	The composition roof materials shall be of high quality (minimum 30 year) and approved by the Planning Director prior to building permits, and inspected prior to final inspection.	Prior to Final Inspection	Planning	
10.	A lighted monument sign shall be placed inside the main access gate identifying building numbers and corresponding apartment numbers located in that building.	Prior to Occupancy	Police Department	
11.	Building numbers shall be posted on each building in locations and heights as to allow visibility by responding public safety personnel.	Prior to Occupancy	Police Department	

ADVISORY COMMENTS

Sacramento County Sheriff's Department

1) LOCATION/STREET LAYOUT/ADDRESSING/FACILITY NAME:

a) All gates shall meet Sacramento County Fire Code specifications for accessibility, and be equipped with all access devices for public safety access.

2) LANDSCAPING:

a) Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics. Security planting materials are encouraged along fences and property lines and under vulnerable windows. A partial list of suggested materials is available from the Police Department upon request.

b) All curbs shall be vertical in design. Rounded curbs shall be avoided whenever possible.

c) Shared, community use areas need to have a sufficient amount of natural visibility in order to be safe for young children to play in.

3) FENCING/ACCESS CONTROL

a) Vertical wrought-iron fencing material shall be used for all fences between private lots and open space, parks, right of ways, or other public access land. This is to allow visibility to those areas and encourage residents to view activities in those areas. In addition this will make those areas less attractive to loiterers and others who wish to use those locations for criminal or mischievous purposes.

4) LIGHTING

a) There shall be on-site lighting to allow for adequate visibility by residents, law enforcement, and passersby during nighttime hours.

b) All lighting fixtures shall be of a type and kind to resist breakage and other vandalism.

c) Parking areas, roadways, and driveways shall be illuminated with high intensity discharge lighting with sufficient wattage to provide adequate illumination to provide a safe, secure environment for persons, property, and vehicles on site. Such lighting shall be equipped with vandal-resistant covers and photocell control. A lighting level of .25 to.50 foot-candles, maintained at ground level, is required for the site in general; entry intersections should be .50 or greater.

5) BUILDING DESIGN

a) All private patios shall be enclosed utilizing vertical wrought iron or other materials that will allow for maximum visibility to the common areas of the complex. This will provide for natural visibility that will increase residents' perception and feeling of safety. Please note that vertical wrought iron, specifically, is not being required, but any design or material that will allow for visibility into and out from, each patio and apartment.

6) LAW ENFORCEMENT STAFFING

a) Based on City of Rancho Cordova residency estimates of 2.9 people per home, the Sheriff's Department will require an additional .06 officers to maintain the 1 to 1000 officer/population staffing level.

Memorandum

Date: **January 11, 2005**

To: **Paul Junker**

From: **Cyrus Abhar** CA

Subject: **Trinity River Estate**

It is our understanding that the planning commission has requested that a pedestrian walkway be constructed to provide pedestrian access from Coloma Road or Trinity River Drive to the shopping center on the northwest corner of Coloma Road and Sunrise Boulevard with this proposed development as a condition of approval. After visiting this site, we made a few observations:

1. There are existing alternatives, namely sidewalks along Coloma Road and Trinity River Drive, which the community can use to get to the shopping center without traveling through the proposed site.
2. There is a substantial grade difference along Coloma Road and a majority of Trinity River Drive that would require the construction of a long ramp to meet ADA requirements at great cost to the applicant.
3. There is no existing facility at the shopping center for a walkway connection directly to Coloma Road or Trinity River.
4. The path of the proposed walkway is not within the project site location and would require a reciprocal easement or an ingress egress easement with the owner of the shopping center.

If the City Council adopts this condition and approves the construction of the walkway, we recommend that the walkway be designed by the applicant and the plans be submitted to the Public Works Department for review to ensure compliance with ADA and other safety standards.

Attachment 3

Memorandum

Date: December 9, 2004

To: Planning Commission

From: Kathleen Franklin, Assistant Planner

Subject: Trinity Gardens Estates Design Review RC-04-092
(Continued from November 10, 2004)

The Planning Commission reviewed the above referenced project at its November 10, 2004 meeting. The Commission had several concerns with the project and continued the item asking the applicant to address several issues. The Commission provided direction to the applicant citing the following concerns:

1. The sound wall along Coloma Drive should provide some type to decorative stone, cap stone, etc. to enhance the look of the wall.
2. Provide the Commission a view of the project from Trinity River Drive. Ensure that there is articulation to the elevations and architectural features that provide interest.
3. Provide the Commission with a perspective of the project looking down Trinity River Drive from Coloma.
4. Provide a materials and colors board for the project.
5. Provide a break in the roof lines along Trinity River Drive.
6. Provide routes for people from the surrounding residential areas to walk into the existing Shopping Center. This could be accomplished through enhanced paving materials.

The applicant has provided site plans which he believes more clearly define the view of the project both from Trinity River and Coloma Road. Changes have been made to the exterior wall to provide a more decorative look along Coloma Road.

The applicant has directed the Planning Commission to review the buildings as shown on the landscape plan, believing this view of the buildings along Trinity River shows the break in the roofline. A materials and colors board will be provided to the Commission at the December 9th meeting.

Finally, the applicant has stated that he is willing to provide an enhanced walkway along the northern edge of the project, in the existing drive area, for pedestrian traffic from the surrounding residential community from Trinity River into the shopping center. He asked that this be made a conditional of approval of the project, with type of paving material and exact pathway location to be decided by the Planning Director during the building process.

Staff has provided the original staff report for the Commission's use in reviewing the project.

Attachments:

1. Revised project plans
2. Planning Commission Staff Report from November 10, 2004

Attachment 1



ELEVATION ALONG COLOMA ROAD

ELEVATION ALONG TRINITY RIVER DRIVE

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-5110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE ELEVATIONS

DATE: -/-/-
JOB NO. 02-01-04.38
SHEET NO.
A-1.3
of . sheets

Planning Commission Staff Report

Date: November 10, 2004
Project: Trinity Garden Estates
File: RC-04-092
Request: Design Review for the Trinity Garden Estates Multi-Family Residential Project
Location: Northeast corner of Trinity River Drive and Coloma Road
APN: 056-0430-001
Planner: Kathleen Franklin, Assistant Planner

OWNER:	**ARCHITECT:**
Joseph Martel, M.D. 11216 Trinity River Drive Rancho Cordova, CA 95670	Aras Design & Construction Fred Arastoo 2533 Sierra Blvd. Sacramento, CA 95825

Staff Recommendation:

The Planning Commission forward a recommendation to the City Council to determine the project is exempt under Section 15332 – In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines, and determine the project is consistent with the City Design Guidelines, subject to the Findings and Conditions of Approval.

Background:

The applicant is proposing a 21 unit multi-family residential project on a 1.5+/- acre parcel located on the corner of Trinity River Drive and Coloma Road. The sight is currently vacant and is surrounded by single-family, multi-family and commercial land uses.

The applicant submitted the project to the City in April of 2004. City staff reviewed the project for it consistency with the City's Design Guideline Ordinance and found the project could not meet the findings within the Ordinance. Staff and the applicant met to discuss the project and determined the changes necessary for the project to comply with the Ordinance. The plan the Commission is reviewing tonight is a result of those discussions and the resultant changes made by the applicant.

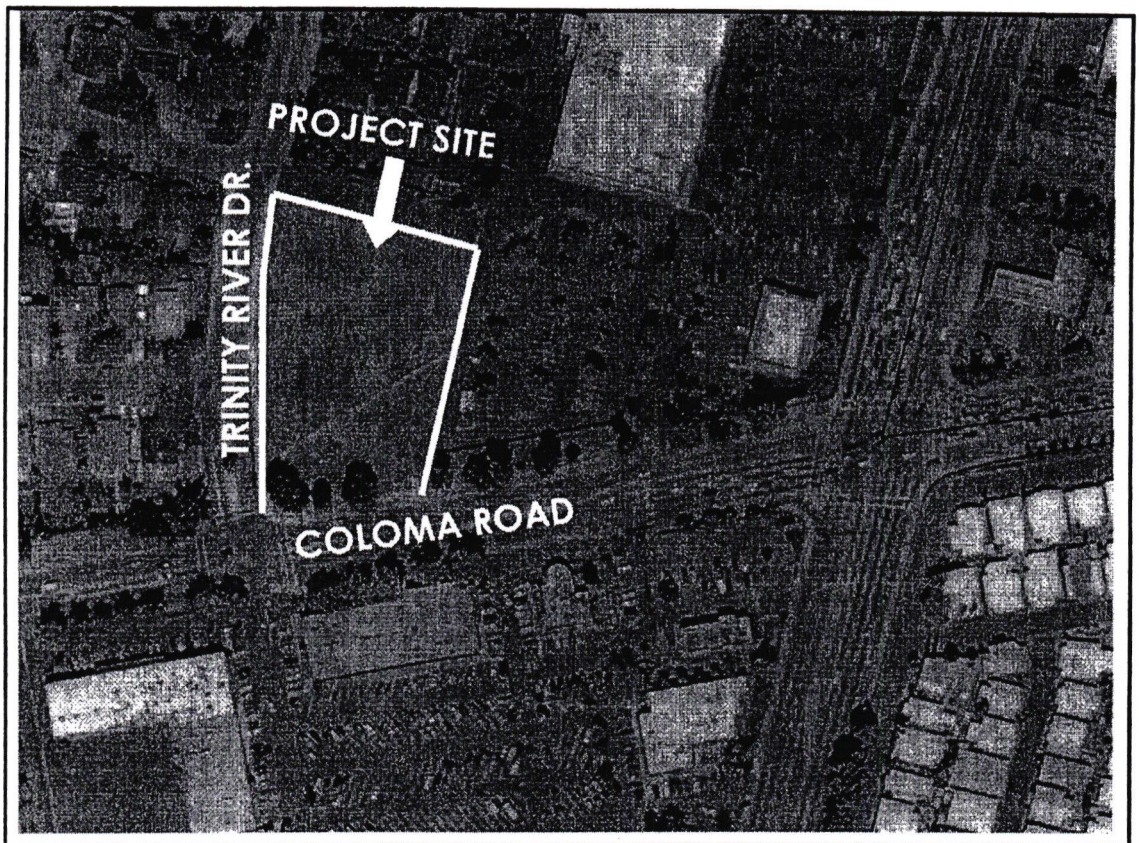


FIGURE 1 – SITE LOCATION

Land Use Relationships with Adjacent Properties:

	General Plan Land Use Designation	Zoning and Community Plan Designations	Existing Land Use
Subject Property	Commercial/Office	SC (PDC)	Vacant
North	Commercial/Office	SC (PDC)	Multi-Family
East	Commercial/Office	SC PDC)	Commercial
South	Commercial/Office	SC	Commercial
West	Commercial/Office	RD-5	Single Family

Analysis:

The Rancho Cordova Zoning Code allows multi-family housing within the Shopping Center (SC) zoning by right when the proposal is 80 units or less and the density of the proposed project does not exceed 20 dwelling units per acre (Section 225-11). The applicant is proposing 21 units on approximately 1.5 acres; therefore, the number of proposed units complies with the density cap of 20 dwelling units per acre.

Rancho Cordova Zoning Code Sections 305-11 thru 305-25 determine the standards for Multi-Family housing communities. Staff has worked with the applicant to ensure all development standards are met with regards to setbacks, parking, open space requirements, number of attached dwelling units, trash enclosures, etc.

The project will have one enclosed garage space for each residential unit. The applicant is proposing to locate the visitor parking for the project in the adjacent parking lot of the shopping center. The applicant has provided staff a letter from the property owner acknowledging the applicant's right to utilize the adjacent parking. Staff has examined the Title Report for the property and verified that a grant of reciprocal easement for parking, pedestrian and vehicular traffic exists (Attachment 4).

Sacramento Metropolitan Fire District has reviewed the project with the applicant and approved the proposed layout with the addition of two additional fire gates from Trinity River Drive. These gates are shown on the site and landscape plans.

The City Design Concepts encourage:

1. Mass, scale and architecture which is compatible with existing and adjacent neighborhoods. The intent is to encourage appropriate transitions between uses and structures of varying residential density and a general compatibility of architectural styles.
2. Original designs that are tailored to the site and discourage monotonous or institutional type buildings and site design.
3. Site design that preserves, enhances and incorporates the significant natural features of a site as an element within the overall design.
4. High quality building designs that consist of durable and maintainable materials for the exterior treatment of the buildings that complement the building mass and articulation.
5. The establishment of a streetscape presence and appearance through setbacks, landscaping, building placement, and architecture that defines the pedestrian and vehicular corridor and presents an appealing and continuous theme along a sidewalk, street or trail.
6. Landscaping that softens the appearance of pavement and structures, and provides an eventual tree canopy along the street and pedestrian walkways.
7. Ensure that design provisions do not preclude the development of multi-family housing affordable to all income levels.

Findings to support the design objectives:

1. The project has been designed to lessen the mass and scale of the project to the surrounding neighborhood. The project proposes 16 2-story units and 5 1-story units are designed to be compatible with the existing multifamily use to the north and create a smooth transition from the multifamily and commercial/shopping center use to the low density residential use on the west side of Trinity River Drive.
2. The design features mixed use of one and two story structures which provide visual interest and a greater feeling of openness. The offsetting elevations provide irregular landscaped setback areas and court yards and a variety of roof lines. The proposed architecture has been influenced by the Mediterranean style with the curved arch over the window casings.
3. The project site is currently vacant with trees on the perimeter along Coloma Road. The site is below the street level of Coloma and Trinity River Drive slopes along the east side of the parcel. The applicant is proposing a 25 foot landscape setback along Trinity River Drive if soften the view of the proposed development from the single-family residential dwellings across the street. In addition, extensive landscaping including a large center court-yard will benefit all the residents.
4. The project is designed in a "Traditional" character with abundant windows and doorways to provide architectural interest. Sky lights will be used throughout the complex which will break up the long "look" of the roof line as well as providing additional light within the residence. Roof material will be dimensional composition and the exterior will be multi-color stucco. The applicant has made a number of changes to the original design in order to present a satisfactory product that meets the intent of the City's Design Ordinance and staff could present to the Planning Commission for its review.
5. The project is directly across the street from single story homes to the west with multi-family to the north and commercial to the north east and south. The scale and setbacks of the new buildings would not encroach upon the privacy of the adjoining properties. Utilizing this parcel for multi-family is a favorable transition between the existing uses.
6. Extensive landscaping is proposed for the project including a 25 foot landscape corridor on the west side along the Trinity River Drive and on the south along Coloma Road. There will be a large, landscaped open space area on the interior of the project for the use of all residents and an adjacent landscaped tot-lot. Walkways will be composed of stamped, colored concrete and concrete accent paving. All existing Oak trees will be saved and are integrated with new landscaping.
7. The proposed project is a market rate apartment complex which does not include any affordable rate units. The mix of 1 and 2 story structures provides a visual interest and a greater feeling of openness. Sixteen units are 2 stories with 2 bedrooms, 2.5 baths and are approximately 1,184 square feet. Five of the units are 1 story with 2 bedrooms and 2 baths.

Conclusion:

The applicant has provided a housing product that would compliment the neighborhood and provide additional housing opportunity for families that wish to rent. The architectural design of the project is compatible with the height of other two story structures in the neighborhood. In addition, it is staff's opinion that the project is well suited for this corner and provides a smooth transition between the commercial and single family on the south west corner of Coloma Road and Trinity River Drive.

Environmental Analysis:

The project is exempt under Section 15332 – In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines which states the proposed activity will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from review under CEQA.

Financial Implications to City:

There are no significant cost implications to the City for this development.

Recommended Motions:

1. "I move the Planning Commission forward a recommendation that the City Council find the project is exempt under Section 15332 – In-Fill Development Projects of the California Environmental Quality Act (CEQA) Guidelines."
2. "I move the Planning Commission forward a recommendation that the City Council approve the Design Review for Project No. RC-004-092, Corner of Trinity River Drive and Coloma Road subject to the Findings and Conditions of Approval."

Attachments:

1. Conditions of Approval
2. Applicant's project specification and justification letter
3. Title Report – Cross Access Easements
4. May 17, 2004 letter from J & P Properties to Dr. Martel
5. Design Package- Site plan, building elevations and landscape plan.

Conditions of Approval

Attachment 1

		Timing/ Implementation	Enforcement/ Monitoring	Verification (date and Signature)
1.	The project shall be constructed in substantial compliance with the approved plans (Attachment 3) reviewed and recommended to the Rancho Cordova City Council by the Planning Commission. All conditions shall apply to this project and are included by reference herein.	On-Going	Planning	
2.	The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	On-Going	Planning	
	Prior to Issuance of Building Permits			
3.	The buildings shall be reviewed for architectural consistency with the approved plans by the Planning Director.	Prior to Building Permits	Planning	
4.	On site fire protection devices, hydrants, and adequate water supply shall be installed and approved by the Metro Fire, prior to combustible materials stored on site.	Prior to Building Permits	Metro Fire	

	Prior to Issuance of Occupancy Permit			
5.	An inspection of the finished building and site plan changes shall be conducted by the Planning Director.	Prior to Final Inspection	Planning	
6.	Install final site landscaping according to the approved plan. The total site landscaping shall be installed and accepted by the Planning Director, prior to occupancy of the buildings.	Prior to Final Inspection	Planning	
7.	Obtain appropriate permits from Public Works and provide adequate drain facilities into the established flood control system, in accordance with the Sacramento County Improvement Standards.	Prior to Final Inspection	Water Resources-Drainage	
8.	Installation of privacy ingress and egress gates shall be according to Metro Fire standards; police and solid waste shall be consulted of the installation and modifications made per their comment.	Prior to Final Inspection	Planning	
9.	The composition roof materials shall be of high quality (minimum 30 year) and approved by the Planning Director prior to building permits, and inspected prior to final inspection.	Prior to Final Inspection	Planning	

Project specification and justification
Re: Trinity Garden Estate

We are proposing a 21 unit, mixed use of 1 and 2 story buildings and 21 units of 2-car garages, on 1.579 acres of vacant land, parcel one of Sun-river Shopping Center, consisting of:

- 16 unit of 2-story structures of 1,184 SF area with 2-bed room and 21/2 bathrooms, spacious living room and landscaped private back yard. Roof material; 40 year dimensional composition and multicolor exterior stucco siding
- 5 units of 1-story two bedrooms and 2 bathrooms with spacious living room and landscaped private back yard. Roof material 40 year dimensional composition and multicolor exterior stucco siding
- 21 unit of 2 car garages; one garage per unit of residence

This project proposal creates a use that is compatible with existing multifamily use to the north and creates a smooth transition from multifamily (condominium) and commercial/ shopping center use to low density residential use on the west side of the project
A distinguishing lavioushly landscaped quite central court-yard with tot lot, 2 water fountain, covered barbeque with picnic table as a gathering place, multi-textured hardscaped, multiple variety of landscaping material and benches, would make a pleasant and quite central court yard as a relaxing space with interior greenery and quite atmosphere away from exterior traffic and noise of daily life
Additionally a 25 FT landscaped strip along trinity river drive would provide a buffer zone between this project and residential area to the west of the the project..
Other additional design development high points are:

- Developing design of this project with consideration of height, rooflines, mixing of one and two story buildings and setbacks are compatible with adjoining condominium project
- There is an offsetting amount usable landscaped open space that creates an improved site plan with consideration of central courtyard which would be used by occupants for recreation on daily basis
- All existing oak trees are saved and are integrated with new landscaping around oak trees. Added landscaping around them is compatible with integration and preservation of these trees along Coloma Road
- Mixed use one story and two story structure provides visual interest and a greater feeling of openness and the offsetting elevations provide irregular landscaped setback areas and court yards and a greater variety of roof line and no narrow hall like appearance of yard areas between buildings

Order No. 404-5380

EXCEPTIONS
(Continued)

7. IMPROVEMENT REQUIREMENTS BY THE COUNTY OF SACRAMENTO, AS SET FORTH ON THE HEREIN DESCRIBED PARCEL MAP AS FOLLOWS:

   STREETS: CLASS A
   STREET LIGHTS REQUIRED
   SEWER REQUIRED
   DRAINAGE REQUIRED

8. THE TERMS, CONDITIONS AND PROVISIONS AS CONTAINED IN THE AGREEMENT ENTITLED "DECLARATION AND GRANT OF RECIPROCAL EASEMENT AFFECTING SHOPPING CENTER LAND", BY AND BETWEEN SUNRIVER ASSOCIATES , A CALIFORNIA LIMITED PARTNERSHIP, AND FARMERS SAVINGS, A FEDERAL SAVINGS ANDF LOAN ASSOCIATION, DATED NOVEMBER 14, 1987, RECORDED JANUARY 08, 1988, IN BOOK 880108 PAGE 1435, OFFICIAL RECORDS.

9. AN EASEMENT OVER SAID LAND FOR PARKING, PEDESTRIAN AND VEHICULAR TRAFFIC, INGRESS, EGRESS, PUBLIC UTILITIES, DRAINAGE, SEWER FACILITIES AND INCIDENTAL PURPOSES, AS SET FORTH IN THE AGREEMENT RECORDED JANUARY 08, 1988, IN BOOK 880108 PAGE 1435, OFFICIAL RECORDS.

   AFFECTS: THE EXACT LOCATION AND EXTENT OF SAID EASEMENT IS NOT DISCLOSED OF RECORD

   NO REPRESENTATION IS MADE AS TO THE CURRENT OWNERSHIP OF SAID EASEMENT.

Attachment 4

J & P PROPERTIES

REAL ESTATE INVESTMENTS & MANAGEMENT

7717 CHAPARRAL WAY • FAIR OAKS, CA 95628
916 • 988-8140

May 17, 2004

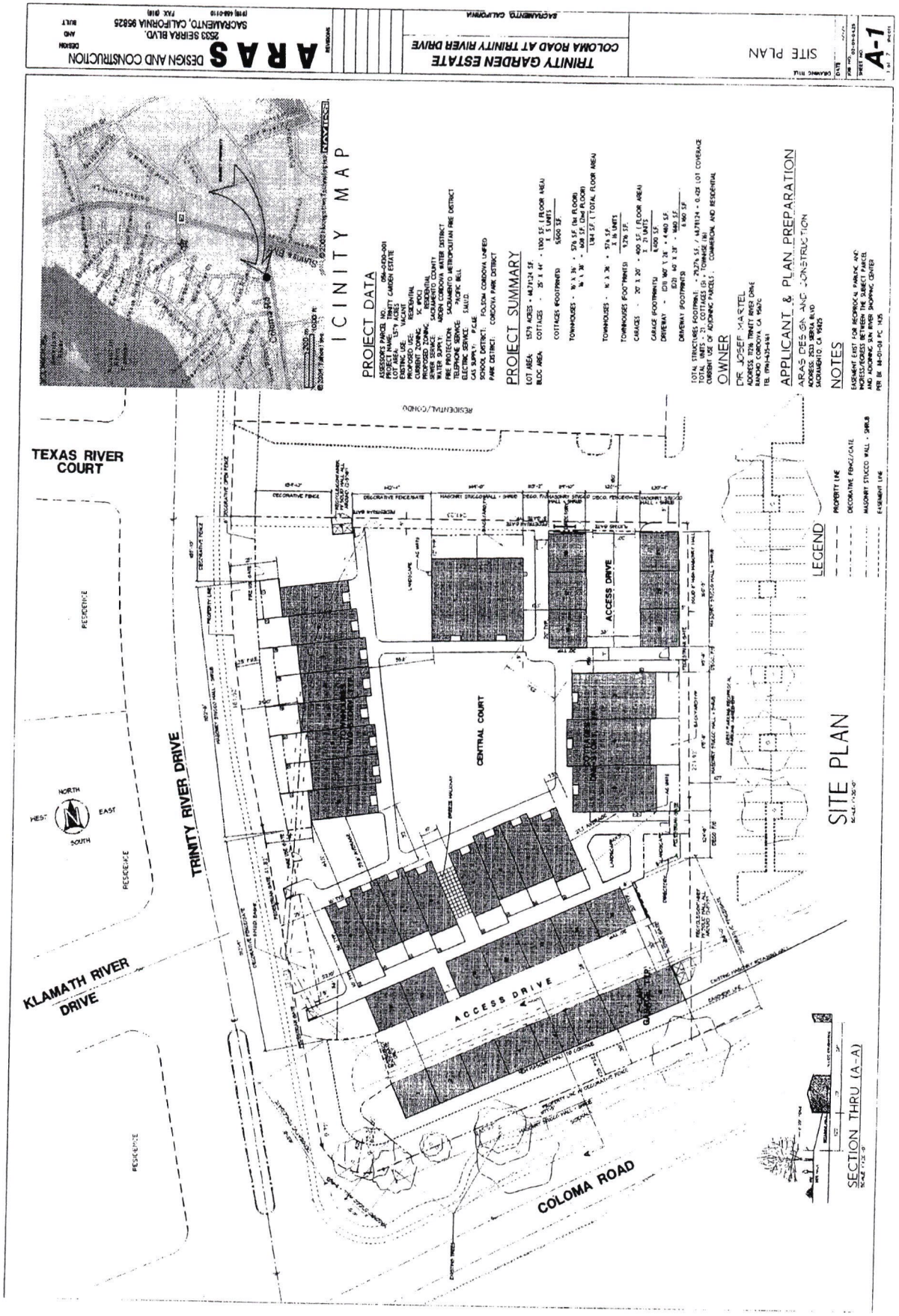
Dr. Joseph Martel
11216 Trinity River Dr., Ste. H
Rancho Cordova, CA 95670

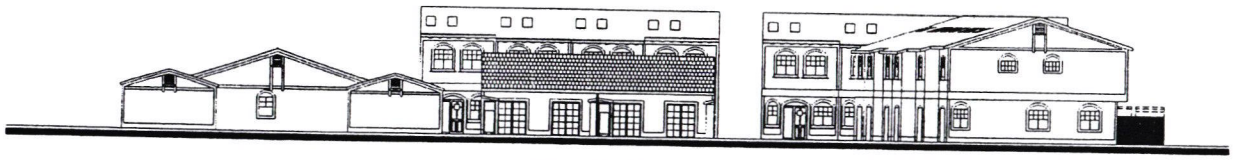
Dear Dr. Martel:

J&P Properties is the owner of Parcel #6 of the Sunriver Village development. Parcels included in the Declaration and Grant of Reciprocal Easements Affecting Shopping Center Land agreement dated November 11, 1987 are Parcels 6, 1, 2 and 3. This agreement provides for a cross easement and parking between these parcels. We support your development of Parcel #1 for residential since this would be the "Best Use" for this parcel and would complement the Sunriver Village development well. Thank you.

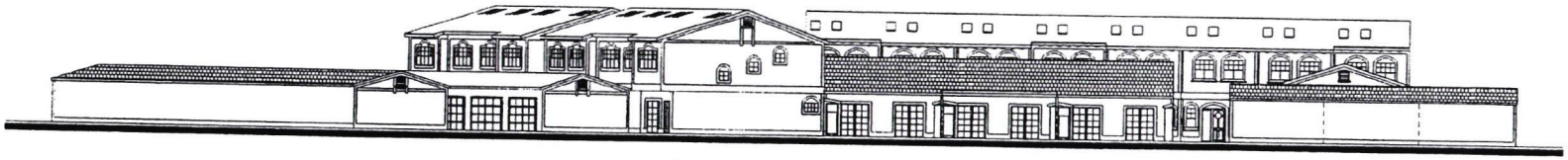
Cordially,

Stanley C. Lee
J&P Properties

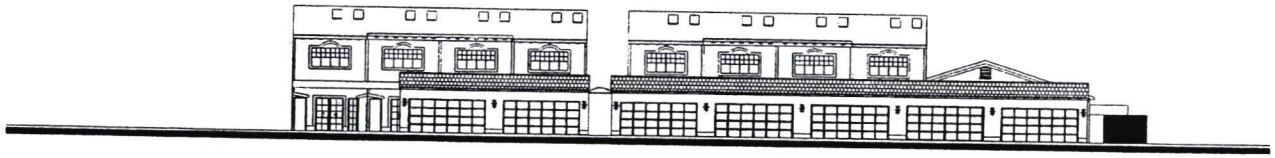

ARAS DESIGN AND CONSTRUCTION
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA
SITE PLAN
A-1
VICINITY MAP
PROJECT DATA
PROJECT SUMMARY
APPLICANT & PLAN PREPARATION
OWNER
NOTES
LEGEND
TEXAS RIVER COURT
TRINITY RIVER DRIVE
KLAMATH RIVER DRIVE
COLOMA ROAD
CENTRAL COURT
ACCESS DRIVE
RESIDENCE
NORTH
SOUTH
EAST
WEST
SITE PLAN
SECTION THRU (A-A)



NORTHERLY ELEVATION



EASTHERLY ELEVATION



SOUTHERLY ELEVATION



WESTHERLY ELEVATION

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-2110 FAX: (916)

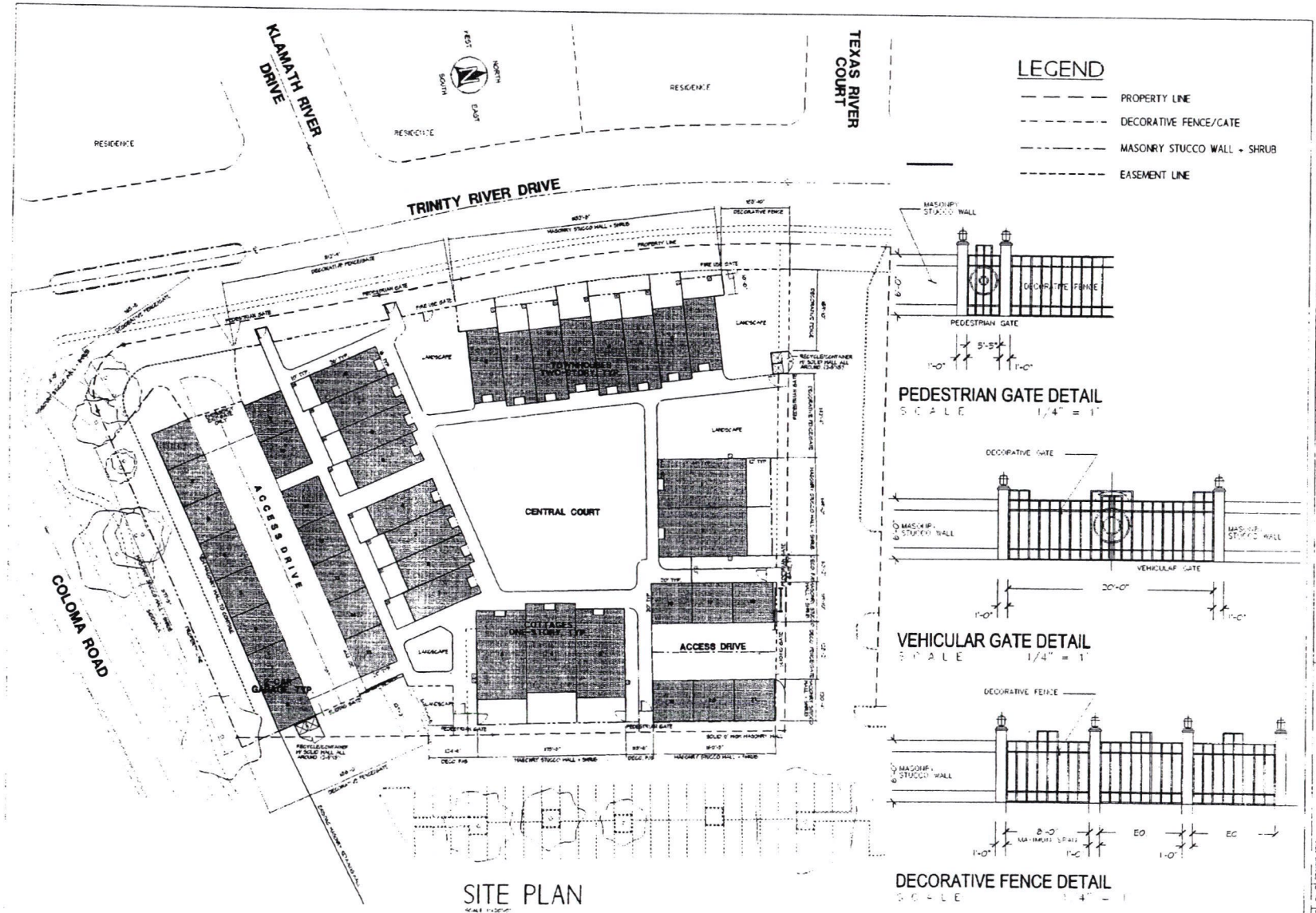
REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

SITE ELEVATIONS

JOB NO 02-01-04.29

SHEET NO
A-1.1



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(916) 486-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE PLAN
FENCE DETAIL

DATE
JOB NO. 03-04-04.25
SHEET NO.
A-1.2
4 of 7 sheets



WESTHERLY ELEVATION

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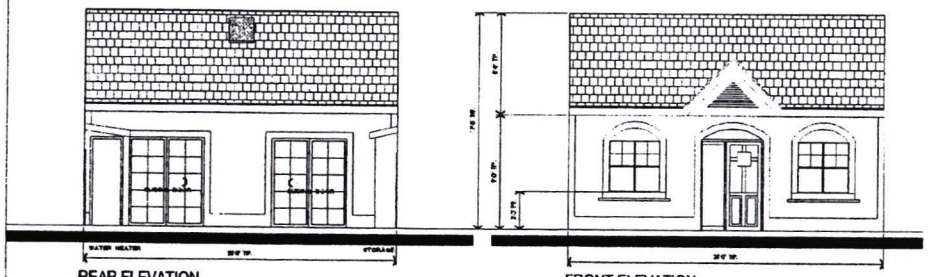
REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

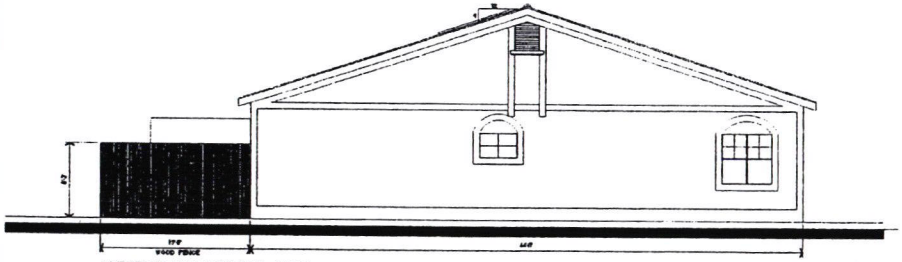
DRAWING TITLE
SITE ELEVATIONS

DATE
JOB NO. 02-01-01.25
SHEET NO.
A-1.3

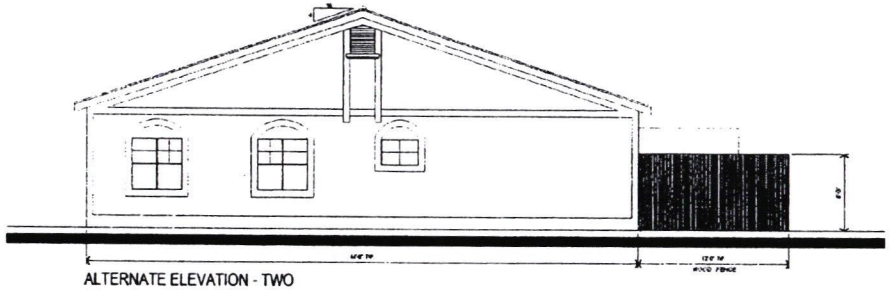


REAR ELEVATION

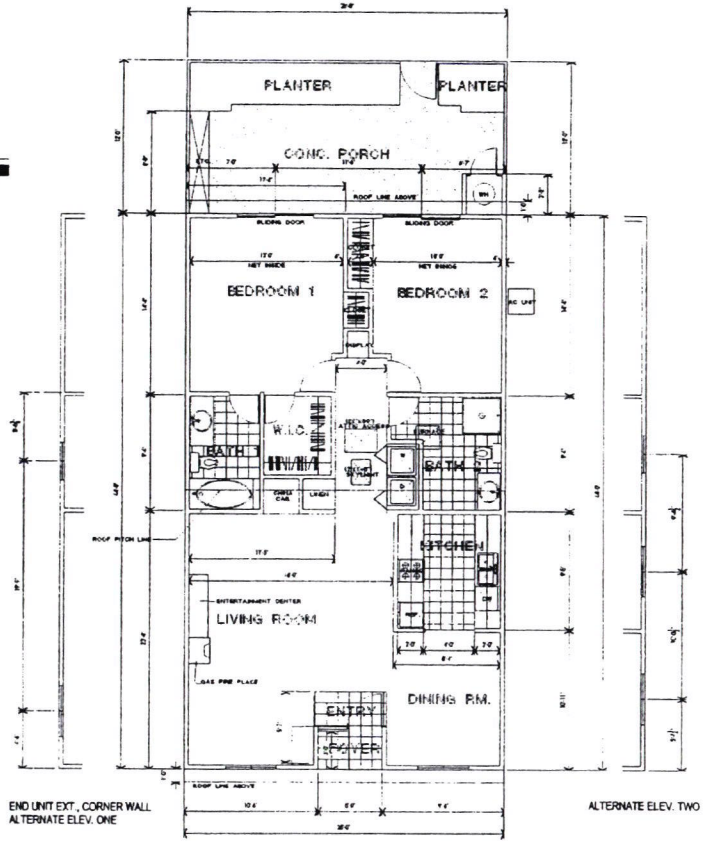
FRONT ELEVATION



ALTERNATE ELEVATION - ONE



ALTERNATE ELEVATION - TWO



END UNIT EXT., CORNER WALL
ALTERNATE ELEV. ONE

ALTERNATE ELEV. TWO

COTTAGE FLOOR PLAN (ONE-STORY) INTERIOR. UNIT, TYP.

AREA = 1,100 S.F.

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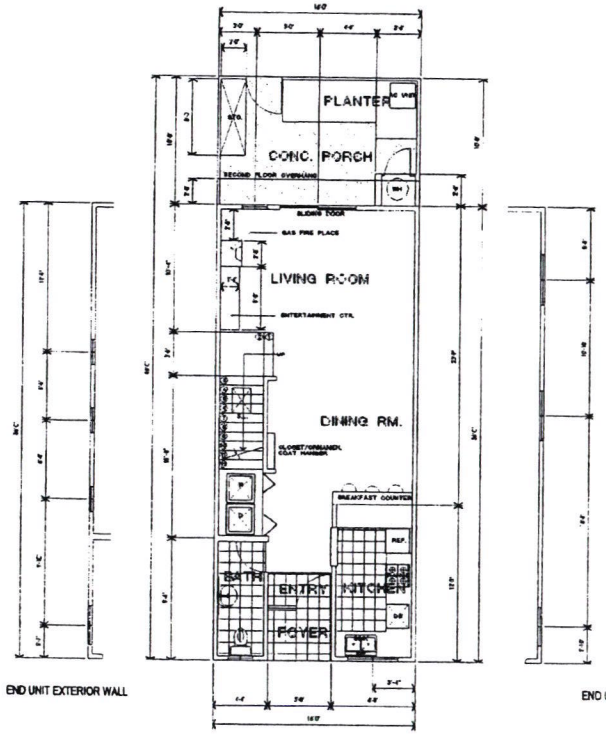
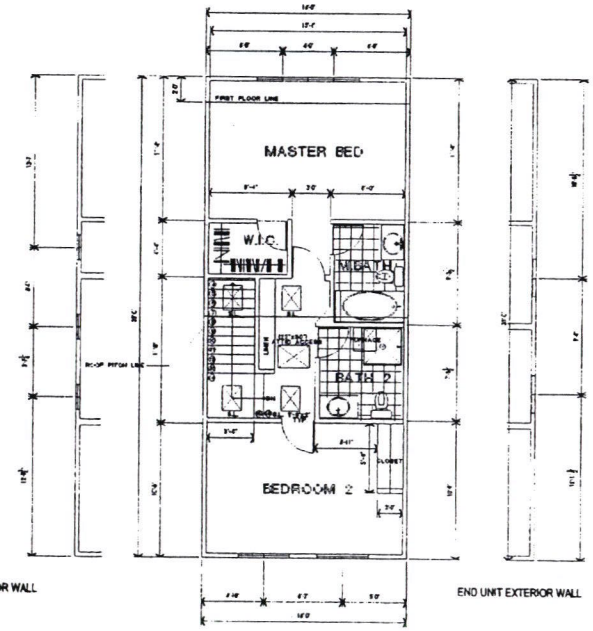
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

COTTAGE FLOOR PLAN
COTTAGE ELEVATIONS

DATE:
JOB NO.
SHEET NO.
A-2



FIRST FLOOR PLAN - 16' x 36' = 576 S.F.



SECOND FLOOR PLAN - 16' x 38' = 608 S.F.

TOWNHOUSE (TWO-STORY) INTERIOR. UNIT, TYP.

AREA = 1,184 S.F.

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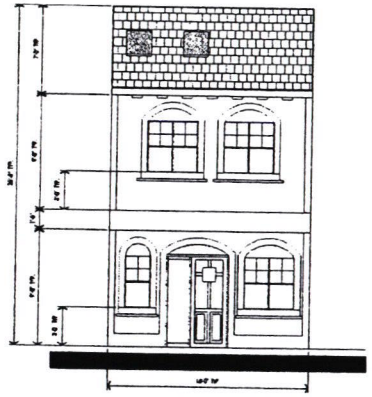
DESIGN AND BUILD

REVISIONS

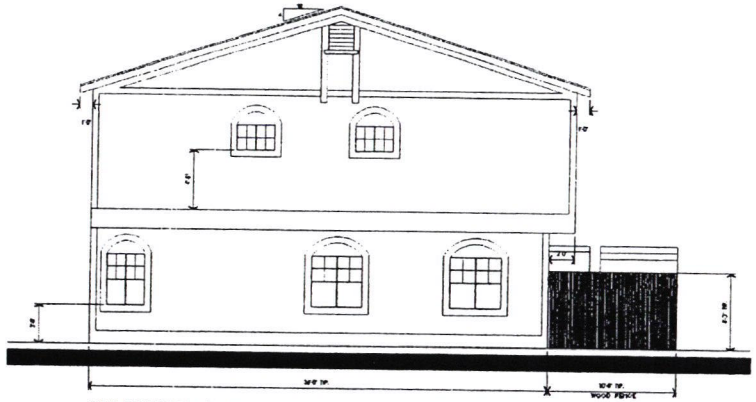
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
TOWNHOUSE FLOOR PLAN

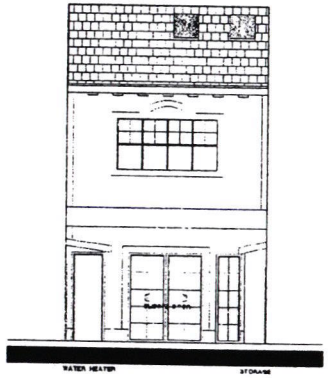
DATE: -/-/-
JOB NO. 02-01-04.25
SHEET NO. A-3
6 of 7 sheets



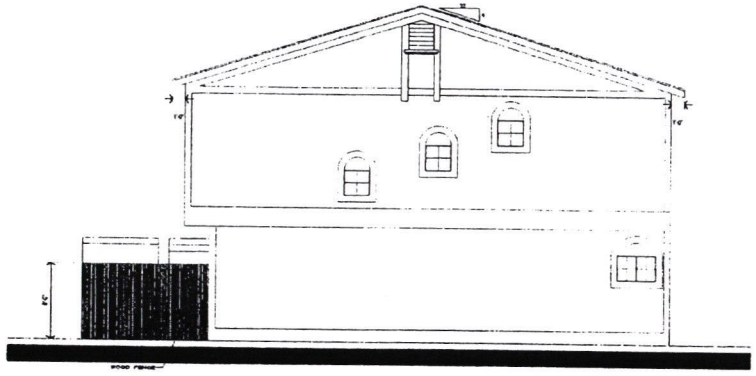
FRONT ELEVATION



END UNIT ELEVATION - 1



REAR ELEVATION



END UNIT ELEVATION - 2

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REVISIONS

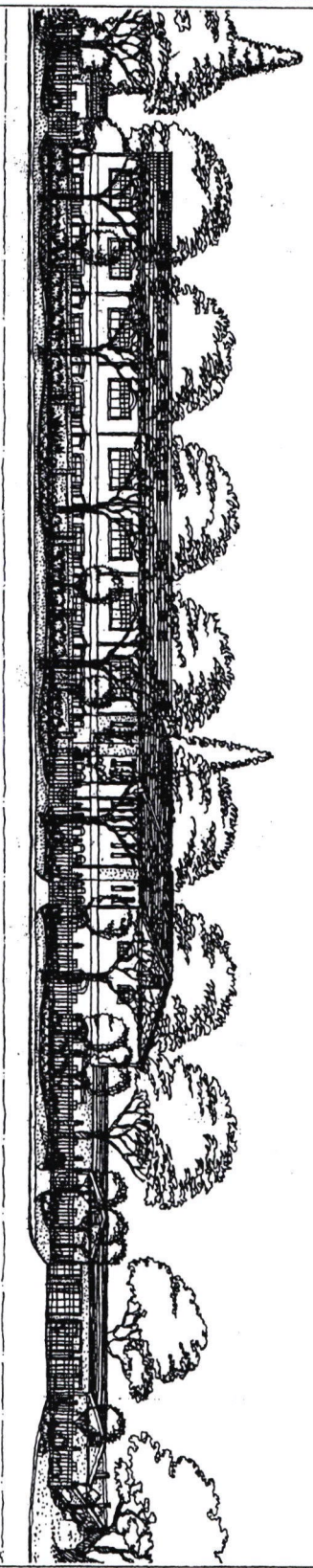
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
TOWNHOUSE ELEVATIONS

DATE

JOB NO. 05-09-04.25

SHEET NO.
A-4



DRAWING TITLE

LANDSCAPE
SITE ELEVATION

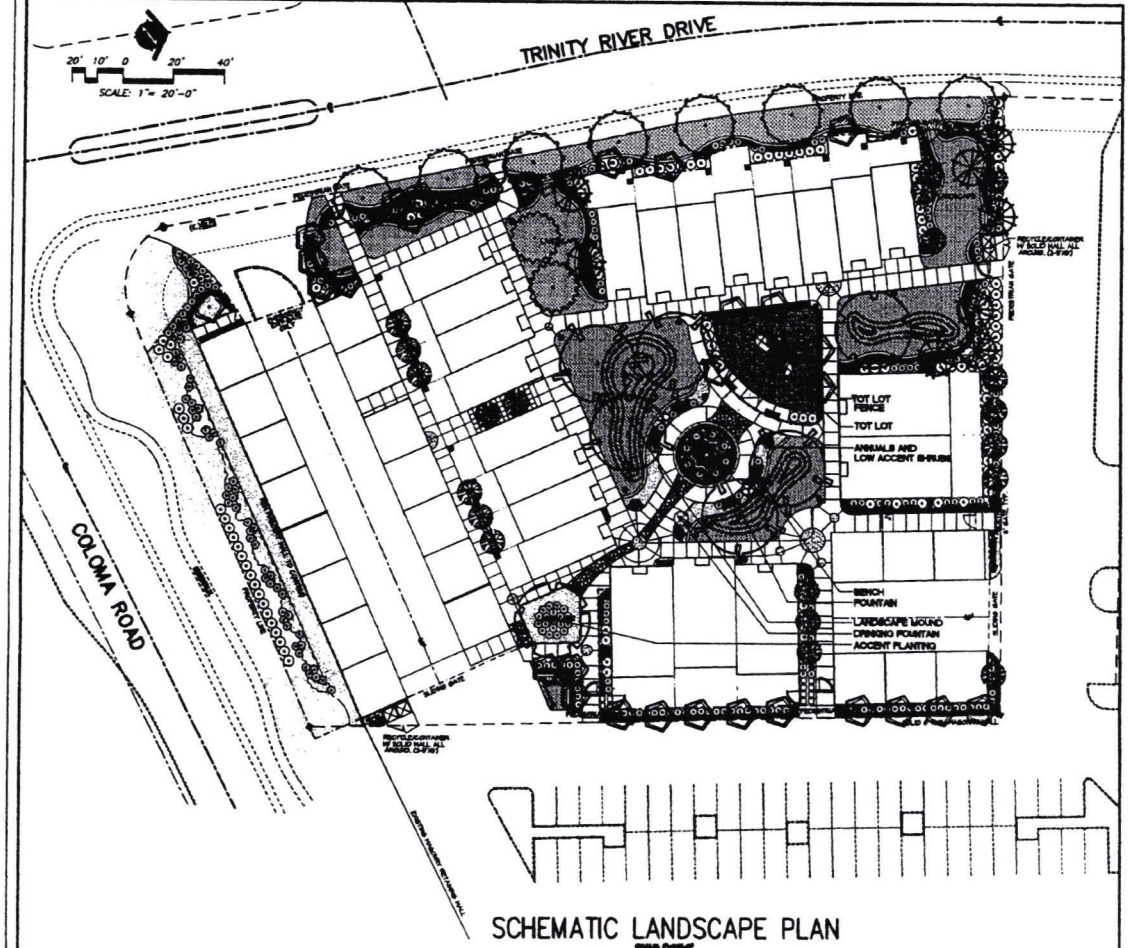
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE

SACRAMENTO, CALIFORNIA

ARAS DESIGN AND CONSTRUCTION
2533 SEIRRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0110 FAX: (916)

DESIGN AND BUILT

L1.1



SCHEMATIC LANDSCAPE PLAN

KEY	LANDSCAPE LEGEND
	LAWN (SOD)
	TREES - NOT ALL SYMBOLS SHOWN
	EXISTING TREES TO REMAIN
	SHRUBS
	ANNUALS/GROUND COVER
	PEA GRAVEL
	BARK MULCH UNDER EXISTIN OAKS
	STAMPED, COLORED CONCRETE
	CONCRETE WALK W/ ACCENT PAVING
	CONCRETE MOWSTRIP
	BENCH
	DRINKING FOUNTAIN
	STEPPING STONES
	INTERMEDIATE LANDSCAPE LIGHTS (10-15FT. HEIGHT)

SYM.	PROPOSED TREES
	ACER PALMATUM _ JAPANESE MAPLE
	CELTIS SINENSIS _ CHINESE HACKBERRY
	LAGERSTROEMIA INDICA 'WATERMELON' _ RED CRAPE MYRTLE
	PYRUS CALLERYANA 'CAPITAL' _ ORNAMENTAL PEAR
	PISTACIA CHINENSIS _CHINESE PISTACHE
	SEQUOIA SEMPERVIRENS 'APTOS BLUE' _ COAST REDWOOD
	ULMUS PARVIFOLIA _ CHINESE ELM

GENERAL LANDSCAPE REQUIREMENTS/NOTES

1. GENERALLY PROCEED WITH WORK IN ORDERLY AND TIMELY MANNER TO COMPLETE INSTALLATION OF LANDSCAPING WITHIN CONTRACT LIMITS.
2. EXISTING CONSTRUCTION: EXECUTE WORK IN AN ORDERLY AND CAREFUL MANNER TO PROTECT NEW CONCRETE WALKS, WORK OF OTHER TRADES, AND OTHER IMPROVEMENTS.
3. EXISTING UTILITIES: DETERMINE LOCATION OF UNDERGROUND UTILITIES AND PERFORM WORK IN A MANNER WHICH WILL AVOID POSSIBLE DAMAGE. HAND EXCAVATE, AS REQUIRED, TO MINIMIZE POSSIBILITY OF DAMAGE TO UNDERGROUND UTILITIES. MINIMUM CHANGE STAKES SET BY OTHERS UNTIL REQUIRED, IS MUTUALLY AGREED UPON BY ALL PARTIES CONCERNED. BE RESPONSIBLE FOR PROTECTION OF EXISTING UTILITIES WITHIN CONSTRUCTION AREA. REPAIR DAMAGE TO UTILITIES THAT OCCUR AS A RESULT OF OPERATIONS OF THIS WORK.
4. NO PLANTING SHALL BE STARTED UNTIL SPRINKLER IRRIGATION SYSTEM HAS BEEN TESTED BY CONTRACTOR IN PRESENCE OF OWNER'S REPRESENTATIVE AND NOTED DEFICIENCIES CORRECTED.
5. NO PLANTING SHALL BE STARTED UNTIL SOIL PREPARATION AND FINISH GRADING OPERATIONS HAVE BEEN COMPLETED AND APPROVED BY THE OWNER'S REPRESENTATIVE.

PROPOSED SHRUBS AND GROUNDCOVER

SHRUBS

ABELIA GRANDIFLORA 'SHERWOODII' ... GLOSSY ABELIA
ACANTHUS AFRICANUS 'PETER PAN' ... DWARF LILY-OF-THE-NILE
AZALEA (PINK) ... PINK DECIDUOUS AZALEA
CAMELLIA SASANQUA 'YULETIDE' ... CAMELLIA
CISTUS PURPUREUS ... ORCHID ROCKROSE
COTONEASTER HORIZONTALIS ... ROCK COTONEASTER
DIETES VEGETA ... FORTNIGHT LILY
ESCALLONIA RUBRA 'NEWPORT DWARF' ... DWARF ESCALLONIA
HYPERICUM MOSERIANUM ... GOLD FLOWER
MAHONIA AQUIFOLIUM 'COMPACTA' ... DWARF OREGON GRAPE
NANDINA DOMESTICA 'HARBOR DWARF' ... DWARF HEAVENLY BAMBOO
PHOTINIA FRASERI ...PHOTINIA
PITTOSPORUM TOBIRA 'WHEELER'S DWARF' ... DWARF PITTOSPORUM
PODOCARPUS GRACILIOR ... FERN PINE
RAPHIOLEPIS INDICA 'BALLERINA' ... DWARF INDIA HAWTHORN
RAPHIOLEPIS INDICA 'JACK EVANS' ... PINK INDIA HAWTHORN
ROSMARINUS 'PROSTRATUS' ... DWARF ROSEMARY
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE
VIBURNUM DAVIDII ... DAVID'S VIBURNUM
XYLOSMA CONGESTUM ... SHINY LEAF XYLOSMA

GROUNDCOVERS

GAZANIA 'MITSUWA YELLOW' ... TRAILING GAZANIA
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE

MTV group

ARAS DESIGN AND CONSTRUCTION
2530 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
FAX: (916)

SACRAMENTO, CALIFORNIA

SCHEMATIC LANDSCAPE PLAN

Vote on the Motions:

AYES:	Burke, Konarski, Savorn, Smith, Vance, Wentz
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	Moe

There being 6 Ayes, 0 Noes, 0 Abstains and 1 Absentees, the motions are hereby declared to be passed.

At this point Commissioner Moe joined the meeting.

C. **Consideration of the Design Review for TRINITY GARDENS ESTATES - Project No. RC-04-092 (THIS PROJECT WAS CONTINUED FROM THE NOVEMBER 10, 2004 REGULAR PLANNING COMMISSION MEETING):**

Reason for Continuance: Planning Commission required additional information regarding the retaining wall and building elevations along Trinity River Drive. The applicant was asked by Planning Commission to submit revised plans.
Request: Applicant is requesting a Design Review for the construction of a 21 unit multi-family residential project in the SC (Shopping Center) zone.
Project Applicant: Joseph Martel, M.D., 11216 Trinity River Drive, Rancho Cordova, CA, 95670.
Project Location: APN: 056-0430-001, Northeast corner of Trinity River Drive and Coloma Road.

Assistant Planner Kathleen Franklin presented the staff report and recommended the Planning Commission forward a recommendation to the City Council to determine the project is exempt under Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act Guidelines (CEQA) and adopt a resolution approving the Design Review for Project No. RC-04-092, subject to the Design Package, Findings, Evidence, and Conditions of Approval. Chair Smith opened the public hearing and took testimony from Joseph Martel, M.D., project Applicant and Fred Arastod, Architect.

The Commissioners had the following concerns and comments:

- Can a condition be set forth to include shutters or louvers to cover the windows on the south side of the building to discourage owners from putting sheets or tin foil on the windows? Yes, it can be set forth in the CCR's.
- Will there be a homeowners association? Yes.
- What reasons are there that suggest only the elderly would be using the walkway through to the Ralphs Shopping Center? Residents behind the walkway are primarily senior citizens.

- Will the roof lines seem separated visually and not appear to be running together? Yes.
- Suggestion by Commission Savorn to work with Public Works to enhance pedestrian circulation and safety adjacent to the Ralphs Shopping Center. The Commission can move to request staff work with the applicant and public works to resolve this issue.
- Commissioner Savorn would like to add a condition to include a stamped walkway instead of plain concrete.

The Commissioners felt staff and the representatives for the project adequately addressed the above concerns and comments.

Action:

Motion 1: Commissioner Savorn moved, seconded by Commissioner Wentz, to recommend the Planning Commission forward a recommendation to the City Council to determine the project is exempt under Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act Guidelines (CEQA).

Motion 2: Commissioner Wentz moved, seconded by Commissioner Savorn, to adopt a resolution approving the Design Review for Project No. RC-04-092, subject to the Design Package, Findings, Evidence, and Modified Conditions of Approval (Item #10) to read staff will work with the Applicant and the Public Works Department to make a recommendation to the City Council to enhance public circulation.

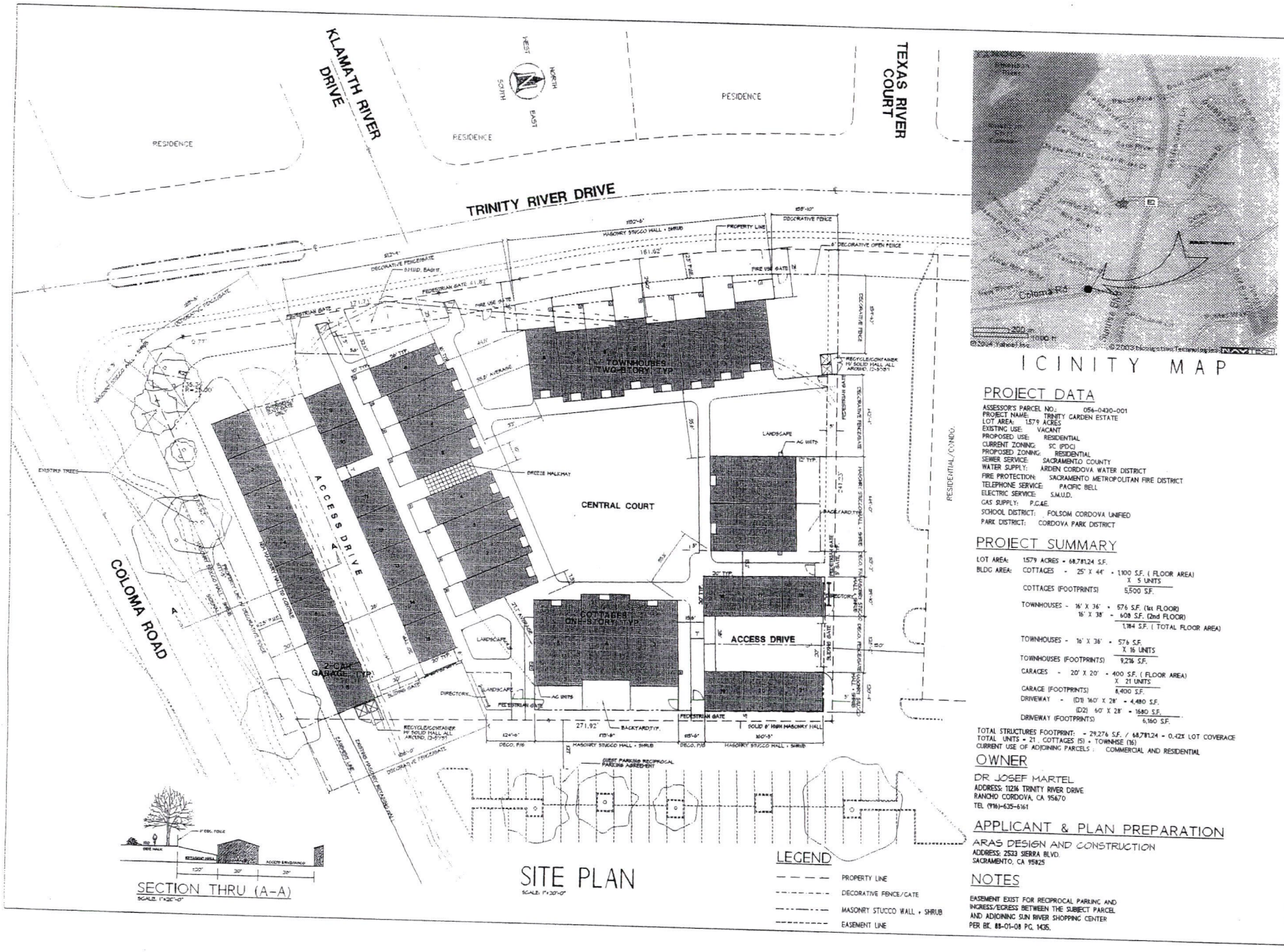
Vote on the Motions:

AYES:	Burke, Konarski, Moe, Savorn, Smith, Vance, Wentz
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

There being 7 Ayes, 0 Noes, 0 Abstains and 0 Absentees, the motions are hereby declared to be passed.

D. **Consideration of the Conditional Use Permit and Variance for KIMBERLY'S RESIDENTIAL CARE HOME – Project No. RC-04-065:**

Request: Applicant is requesting a Conditional Use Permit to allow the increase in capacity of a licensed residential care home for adults from 6 beds to 12 beds and a Variance to the required parking in the RD-10 (Residential) zone.
Project Applicant: Mike Tampus, 2218 Bucks Creek Court, Gold River, CA, 95670.
Project Location: APN: 072-0151-022, 10512-10514 Mills Tower Drive.



ICINITY MAP

PROJECT DATA

ASSESSOR'S PARCEL NO.: 056-0430-001
PROJECT NAME: TRINITY GARDEN ESTATE
LOT AREA: 1.579 ACRES
EXISTING USE: VACANT
PROPOSED USE: RESIDENTIAL
CURRENT ZONING: SC (PDC)
PROPOSED ZONING: RESIDENTIAL
SEWER SERVICE: SACRAMENTO COUNTY
WATER SUPPLY: ARDEN CORDOVA WATER DISTRICT
FIRE PROTECTION: SACRAMENTO METROPOLITAN FIRE DISTRICT
TELEPHONE SERVICE: PACIFIC BELL
ELECTRIC SERVICE: S.M.U.D.
GAS SUPPLY: P.G.&E.
SCHOOL DISTRICT: FOLSOM CORDOVA UNIFIED
PARK DISTRICT: CORDOVA PARK DISTRICT

PROJECT SUMMARY

LOT AREA: 1.579 ACRES = 68,781.24 S.F.
BLDG AREA: COTTAGES - 25' X 44' = 1,100 S.F. (FLOOR AREA) X 5 UNITS
COTTAGES (FOOTPRINTS) 5,500 S.F.
TOWNHOUSES - 16' X 36' = 576 S.F. (1st FLOOR)
16' X 38' = 608 S.F. (2nd FLOOR)
1,184 S.F. (TOTAL FLOOR AREA)
TOWNHOUSES - 16' X 36' = 576 S.F. X 16 UNITS
TOWNHOUSES (FOOTPRINTS) 9,216 S.F.
GARAGES - 20' X 20' = 400 S.F. (FLOOR AREA) X 21 UNITS
GARAGE (FOOTPRINTS) 8,400 S.F.
DRIVEWAY - (D1) 160' X 28' = 4,480 S.F.
(D2) 60' X 28' = 1680 S.F.
DRIVEWAY (FOOTPRINTS) 6,160 S.F.
TOTAL STRUCTURES FOOTPRINT: = 29,276 S.F. / 68,781.24 = 0.42% LOT COVERAGE
TOTAL UNITS = 21 , COTTAGES (5) + TOWNHSE (16)
CURRENT USE OF ADJOINING PARCELS : COMMERCIAL AND RESIDENTIAL

OWNER

DR JOSEF MARTEL
ADDRESS: 11216 TRINITY RIVER DRIVE
RANCHO CORDOVA, CA 95670
TEL (916)-635-6161

APPLICANT & PLAN PREPARATION

ARAS DESIGN AND CONSTRUCTION
ADDRESS: 2533 SIERRA BLVD.
SACRAMENTO, CA 95825

NOTES

EASEMENT EXIST FOR RECIPROCAL PARKING AND INGRESS/EGRESS BETWEEN THE SUBJECT PARCEL AND ADJOINING SUN RIVER SHOPPING CENTER PER BK. 89-01-08 PG. 1435.

LEGEND

PROPERTY LINE
DECORATIVE FENCE/GATE
MASONRY STUCCO WALL + SHRUB
EASEMENT LINE

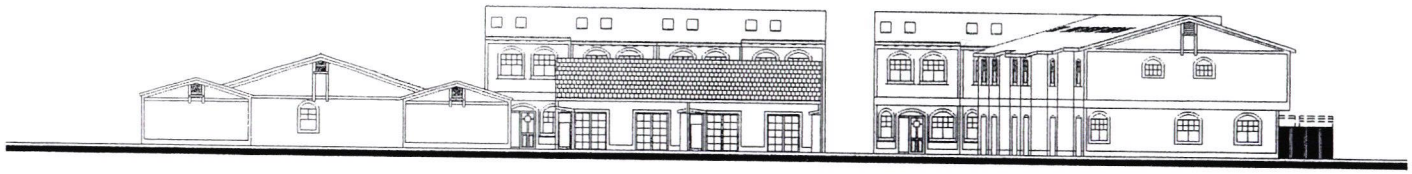
ARAS DESIGN AND CONSTRUCTION
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 486-0119 FAX: (916)

REVISIONS

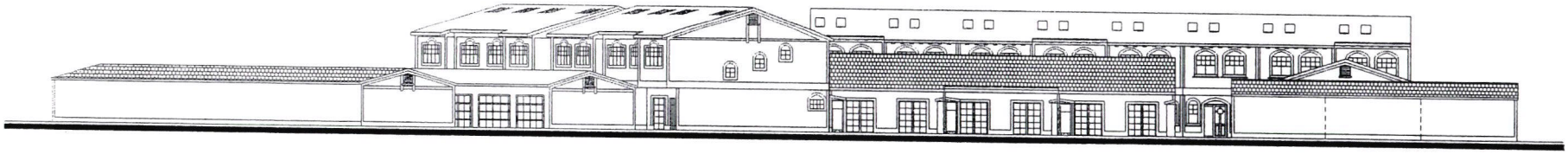
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE: SITE PLAN
DATE: -/-/-
JOB NO. 02-01-0425
SHEET NO. A-1
1 of 7 sheets

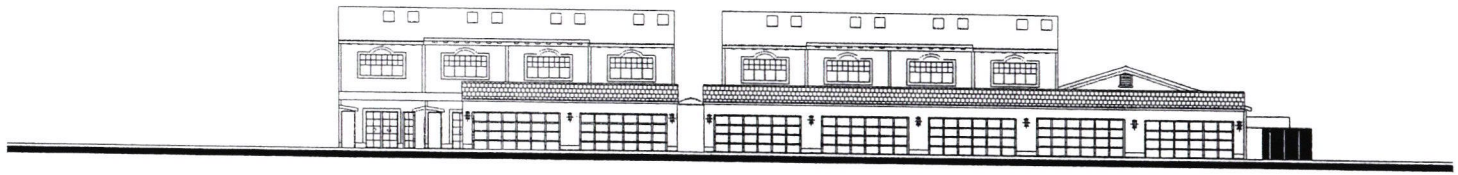
Attachment 5



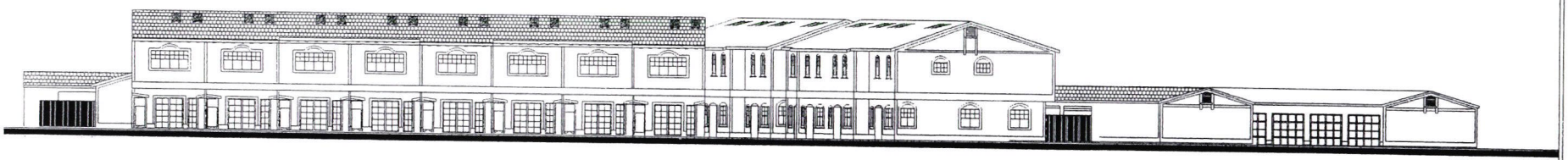
NORTHERLY ELEVATION



EASTHERLY ELEVATION



SOUTHERLY ELEVATION



WESTHERLY ELEVATION

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DESIGN AND BUILD
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(916) 488-6119
FAX: (916)

REVISIONS

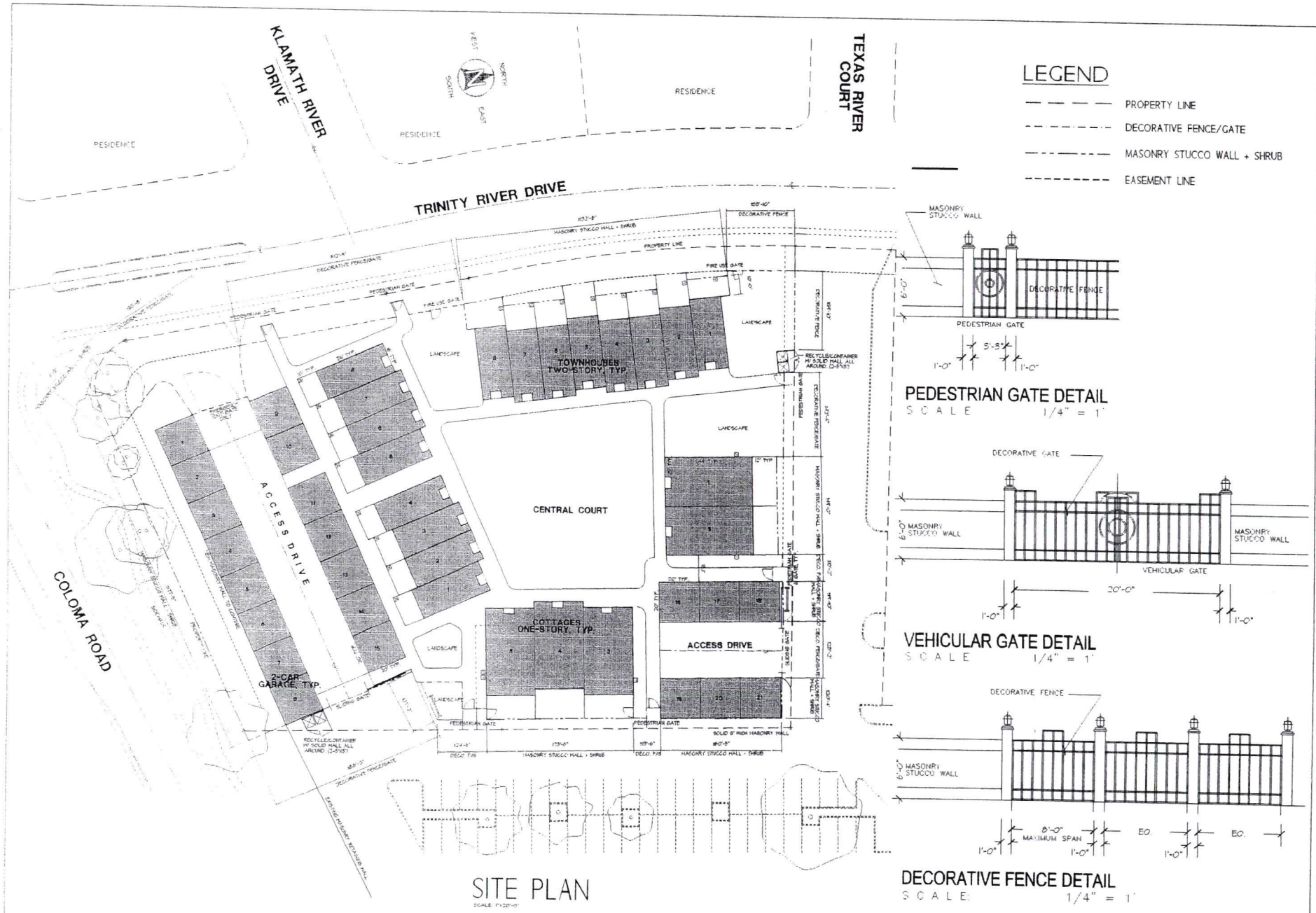
TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE ELEVATIONS

DATE: -/-/-

JOB NO. 02-01-04.29

SHEET NO.
A-1.1
2 of 7 sheets



SITE PLAN

SCALE: 1"=20'-0"

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILT
2533 SEIRRA BLVD.
SACRAMENTO, CALIFORNIA 95825

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE

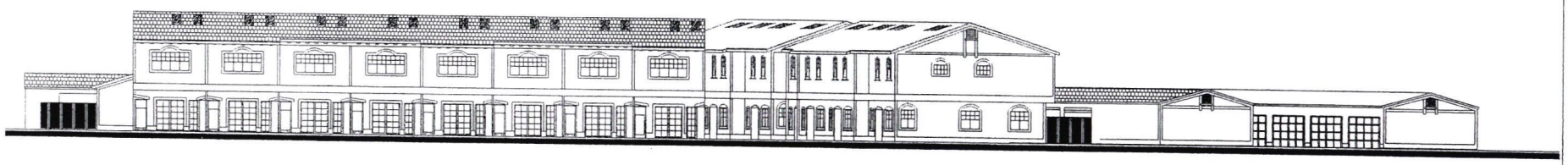
DRAWING TITLE
SITE PLAN
FENCE DETAIL

DATE: -/-/-

JOB NO. 02-01-04.25

SHEET NO. **A-1.2**

4 of 7 sheets



WESTHERLY ELEVATION
SCALE: 3/32" = 1'

ARAS DESIGN AND CONSTRUCTION
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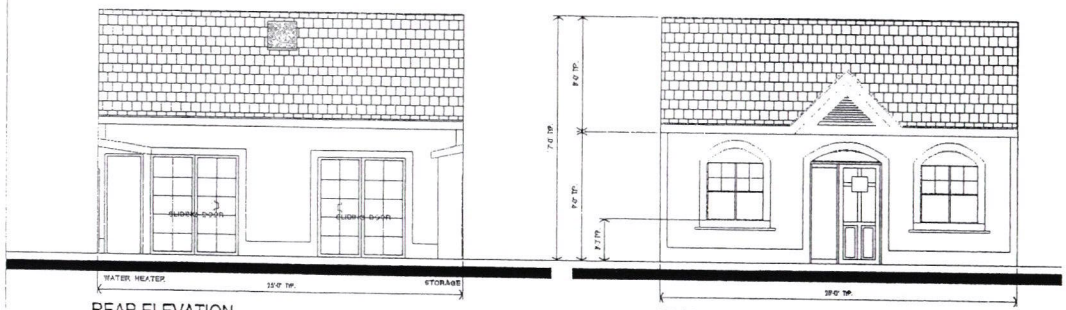
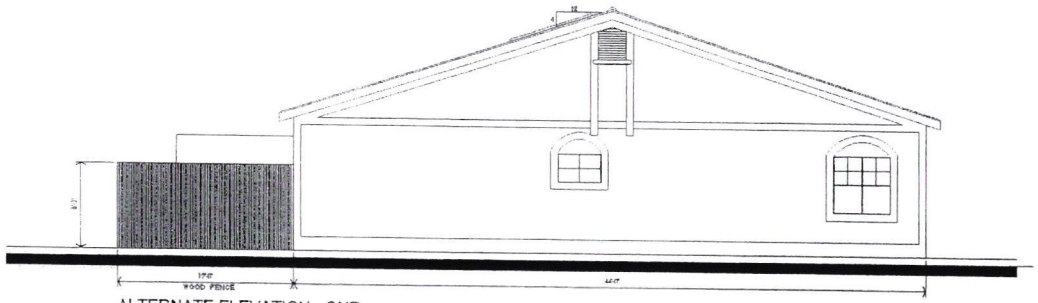


REAR ELEVATION

SCALE: 1/4" = 1'

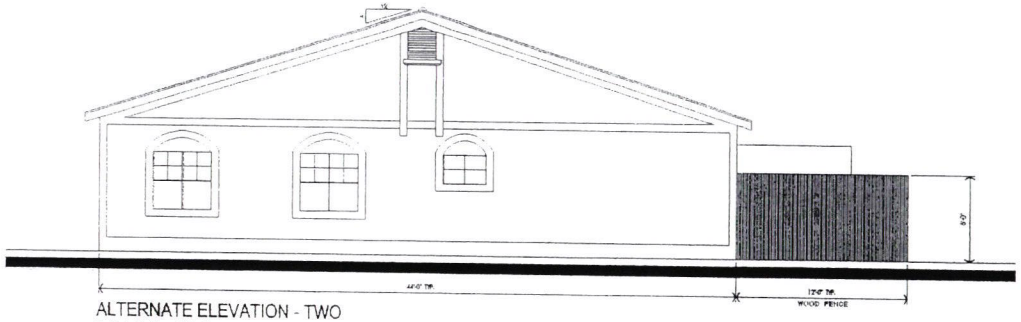
FRONT ELEVATION

SCALE: 1/4" = 1'



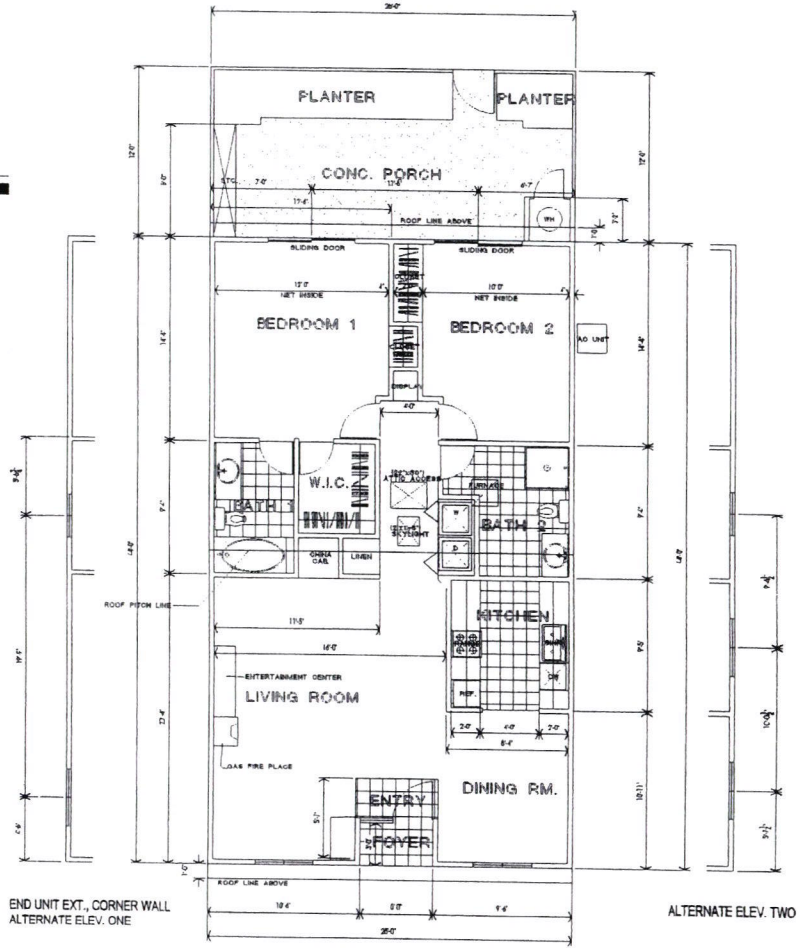
ALTERNATE ELEVATION - ONE

SCALE: 1/4" = 1'



ALTERNATE ELEVATION - TWO

SCALE: 1/4" = 1'



END UNIT EXT., CORNER WALL
ALTERNATE ELEV. ONE

ALTERNATE ELEV. TWO

COTTAGE FLOOR PLAN (ONE-STORY) INTERIOR. UNIT, TYP.

SCALE: 1/4" = 1'

AREA = 1,100 S.F.

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE

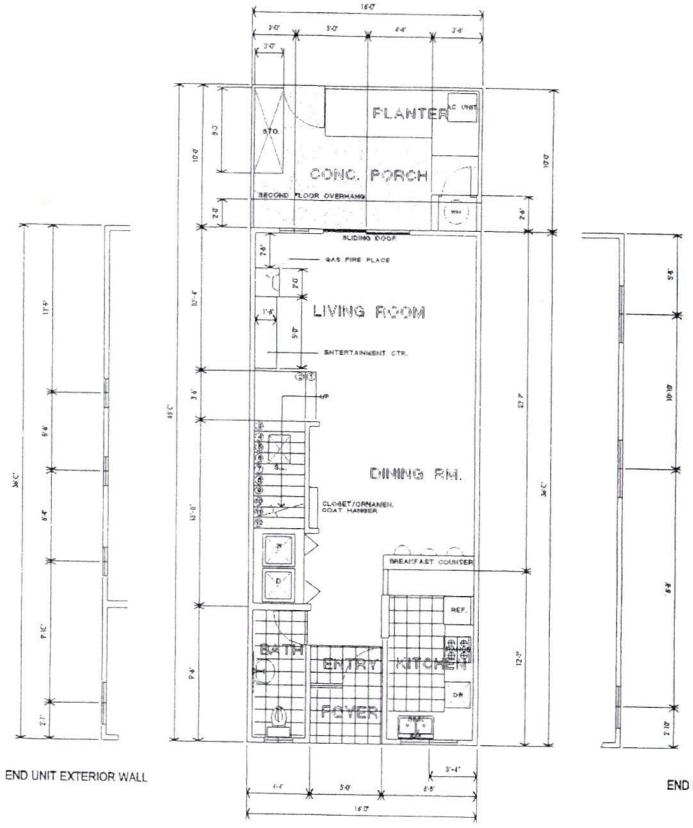
DRAWING TITLE
COTTAGE FLOOR PLAN
COTTAGE ELEVATIONS

DATE: +/-

JOB NO. 02-01-0425

SHEET NO. A-2

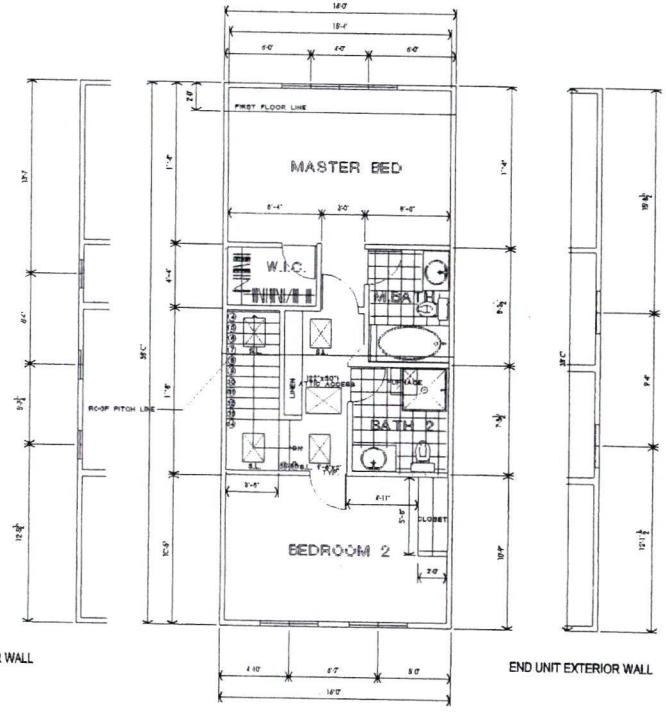
5 of 7 sheets



END UNIT EXTERIOR WALL

FIRST FLOOR PLAN - 16' x 36' = 576 S.F.

SCALE: 1/4" = 1'-0"



END UNIT EXTERIOR WALL

END UNIT EXTERIOR WALL

SECOND FLOOR PLAN - 16' x 38' = 608 S.F.

SCALE: 1/4" = 1'-0"

TOWNHOUSE (TWO-STORY) INTERIOR. UNIT, TYP.

AREA = 1,184 S.F.

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0119
FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

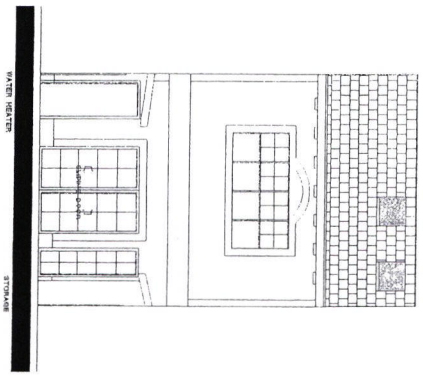
DRAWING TITLE
TOWNHOUSE FLOOR PLAN

DATE: 7-7

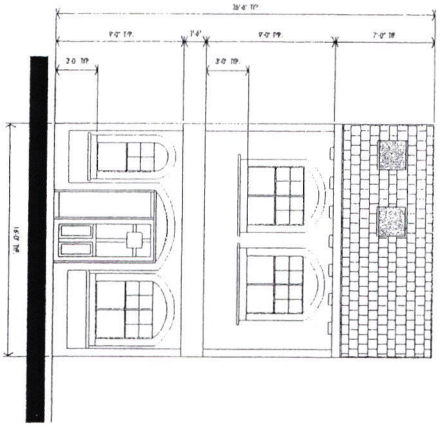
JOB NO. 02-01-0425

SHEET NO.
A-3
6 of 7 sheets

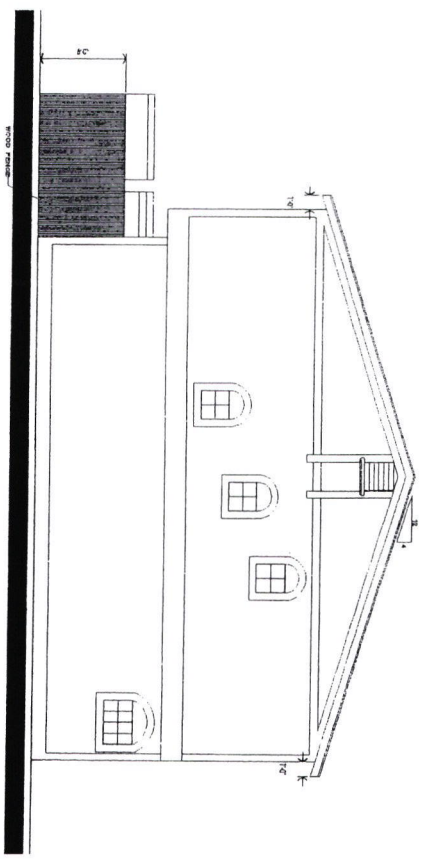
REAR ELEVATION



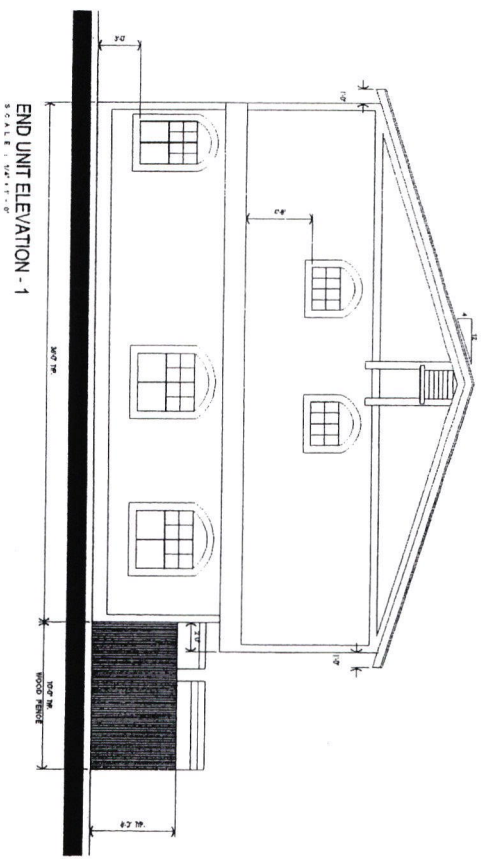
FRONT ELEVATION



END UNIT ELEVATION - 2



END UNIT ELEVATION - 1



DRAWING TITLE

TOWNHOUSE ELEVATIONS

TRINITY GARDEN ESTATE

COLOMA ROAD AT TRINITY RIVER DRIVE

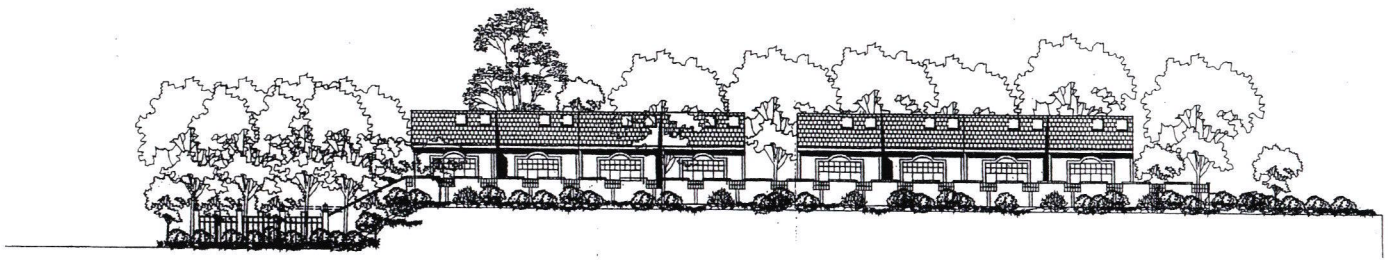
ARAS DESIGN AND CONSTRUCTION

2533 SIERRA BLVD.

SACRAMENTO, CALIFORNIA 95825

DESIGN AND BUILD

A-4



ELEVATION ALONG COLOMA ROAD
SCALE: 3/32" = 1'



ELEVATION ALONG TRINITY RIVER DRIVE
SCALE: 3/32" = 1'

ARAS DESIGN AND CONSTRUCTION
DESIGN AND BUILD
2533 SIERRA BLVD.
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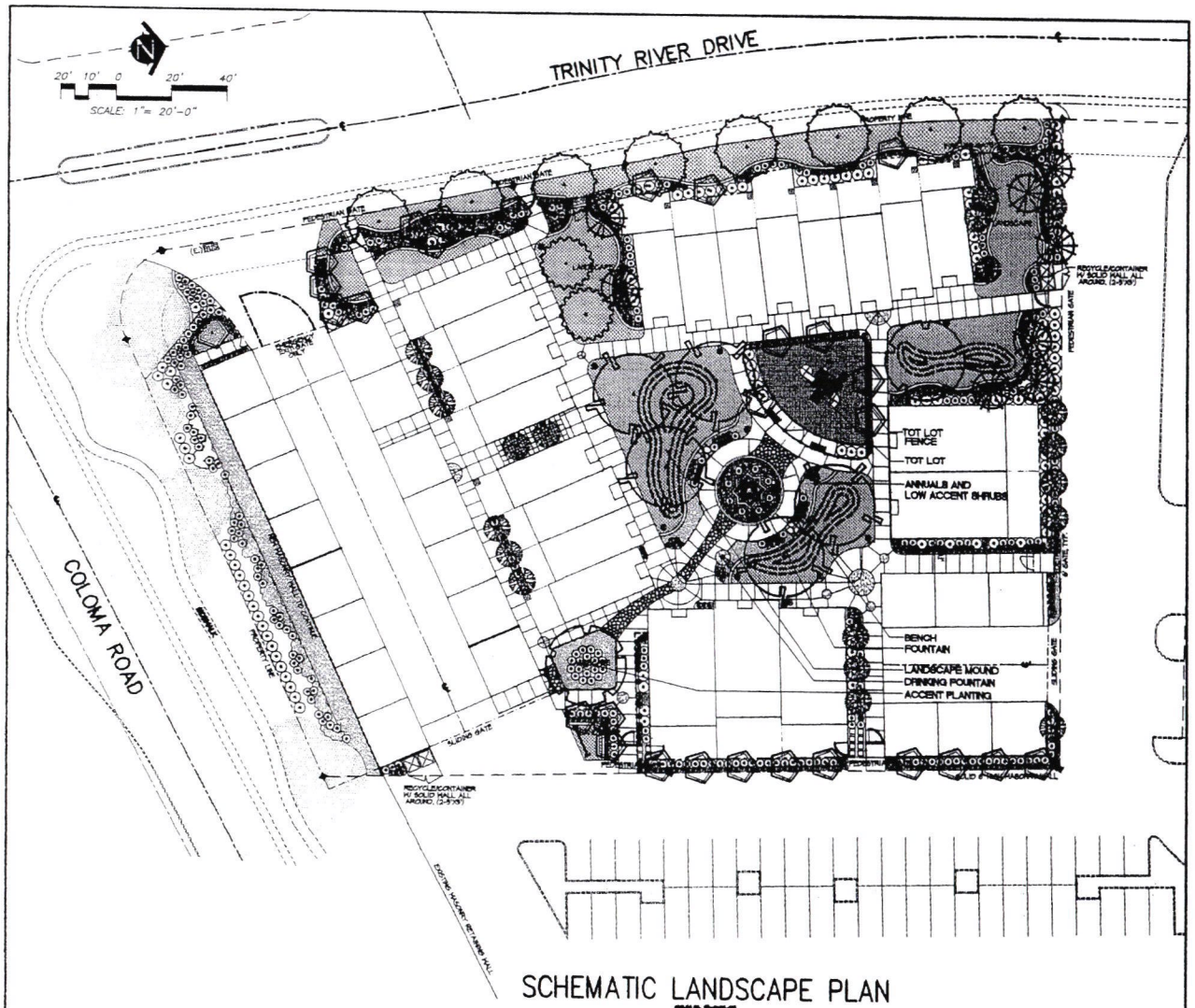
(916) 488-0110 FAX: (916)

REVISIONS

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE
SITE ELEVATIONS

DATE: -/-/-
JOB NO. 02-01-04.25
SHEET NO.
A-1.3
of sheets



SCHEMATIC LANDSCAPE PLAN

KEY	LANDSCAPE LEGEND
	LAWN (SOD)
	TREES - NOT ALL SYMBOLS SHOWN
	EXISTING TREES TO REMAIN
	SHRUBS
	ANNUALS/GROUND COVER
	PEA GRAVEL
	BARK MULCH UNDER EXISTIN OAKS
	STAMPED, COLORED CONCRETE
	CONCRETE WALK W/ ACCENT PAVING
	CONCRETE MOWSTRIP
	BENCH
	DRINKING FOUNTAIN
	STEPPING STONES
	INTERMEDIATE LANDSCAPE LIGHTS (10-15FT. HEIGHT)

SYM.	PROPOSED TREES
	ACER PALMATUM _ JAPANESE MAPLE
	CELTIS SINENSIS _ CHINESE HACKBERRY
	LAGERSTROEMIA INDICA 'WATERMELON'_ RED CRAPE MYRTLE
	PYRUS CALLERYANA 'CAPITAL' _ ORNAMENTAL PEAR
	PISTACIA CHINENSIS _CHINESE PISTACHE
	SEQUOIA SEMPERVIRENS 'APTOS BLUE' _ COAST REDWOOD
	ULMUS PARVIFOLIA _ CHINESE ELM

GENERAL LANDSCAPE REQUIREMENTS/NOTES

1. GENERAL: PROCEED WITH WORK IN ORDERLY AND TIMELY MANNER TO COMPLETE INSTALLATION OF LANDSCAPING WITHIN CONTRACT LIMITS.
2. EXISTING CONSTRUCTION: EXECUTE WORK IN AN ORDERLY AND CAREFUL MANNER TO PROTECT NEW CONCRETE WALKS, WORK OF OTHER TRADES, AND OTHER IMPROVEMENTS.
3. EXISTING UTILITIES: DETERMINE LOCATION OF UNDERGROUND UTILITIES AND PERFORM WORK IN A MANNER WHICH WILL AVOID POSSIBLE DAMAGE. HAND EXCAVATE, AS REQUIRED, TO MINIMIZE POSSIBILITY OF DAMAGE TO UNDERGROUND UTILITIES. MAINTAIN GRADE STAKES SET BY OTHERS UNTIL REMOVAL IS MUTUALLY AGREED UPON BY ALL PARTIES CONCERNED. BE RESPONSIBLE FOR PROTECTION OF EXISTING UTILITIES WITHIN CONSTRUCTION AREA. REPAIR DAMAGE TO UTILITIES THAT OCCUR AS A RESULT OF OPERATIONS OF THIS WORK.
4. NO PLANTING SHALL BE STARTED UNTIL SPRINKLER IRRIGATION SYSTEM HAS BEEN TESTED BY CONTRACTOR IN PRESENCE OF OWNER'S REPRESENTATIVE AND NOTED DEFICIENCIES CORRECTED.
5. NO PLANTING SHALL BE STARTED UNTIL SOIL PREPARATION AND FINISH GRADING OPERATIONS HAVE BEEN COMPLETED AND APPROVED BY THE OWNER'S REPRESENTATIVE.

PROPOSED SHRUBS AND GROUNDCOVER

SHRUBS

ABELIA GRANDIFLORA 'SHERWOODII' ... GLOSSY ABELIA
ACAPANTHUS AFRICANUS 'PETER PAN' ... DWARF LILY-OF-THE-NILE
AZALEA (PINK) ... PINK DECIDUOUS AZALEA
CAMELLIA 'SASANGUA 'YULETIDE' ... CAMELLIA
CISTUS PURPUREUS ... ORCHID ROCKROSE
COTONEASTER HORIZONTALIS ... ROCK COTONEASTER
DIETES VEGETA ... FORTNIGHT LILY
ESCALLONIA RUBRA 'NEWPORT DWARF' ... DWARF ESCALLONIA
HYPERICUM MOSERANUM ... GOLD FLOWER
MAHONIA AQUIFOLIUM 'COMPACTA' ... DWARF OREGON GRAPE
NANDINA DOMESTICA 'HARBOR DWARF' ... DWARF HEAVENLY BAMBOO
PHOTINIA FRASERI ...PHOTINIA
PITTOSPORUM TOBIRA 'WHEELER'S DWARF' ... DWARF PITTOSPORUM
PODOCARPUS GRACILIOR ... FERN PINE
RAPHIOLEPIS INDICA 'BALLERINA' ... DWARF INDIA HAWTHORN
RAPHIOLEPIS INDICA 'JACK EVANS' ... PINK INDIA HAWTHORN
ROSMARINUS 'PROSTRATUS' ... DWARF ROSEMARY
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE
VIBURNUM DAVIDII ... DAVID'S VIBURNUM
XYLOSMA CONGESTUM ... SHINY LEAF XYLOSMA

GROUNDCOVER

GAZANIA 'MITSUWA YELLOW' ... TRAILING GAZANIA
TRACHELOSPERMUM JASMINOIDES ... STAR JASMINE

MTW group — LANDSCAPE ARCHITECTURE AND PLANNING

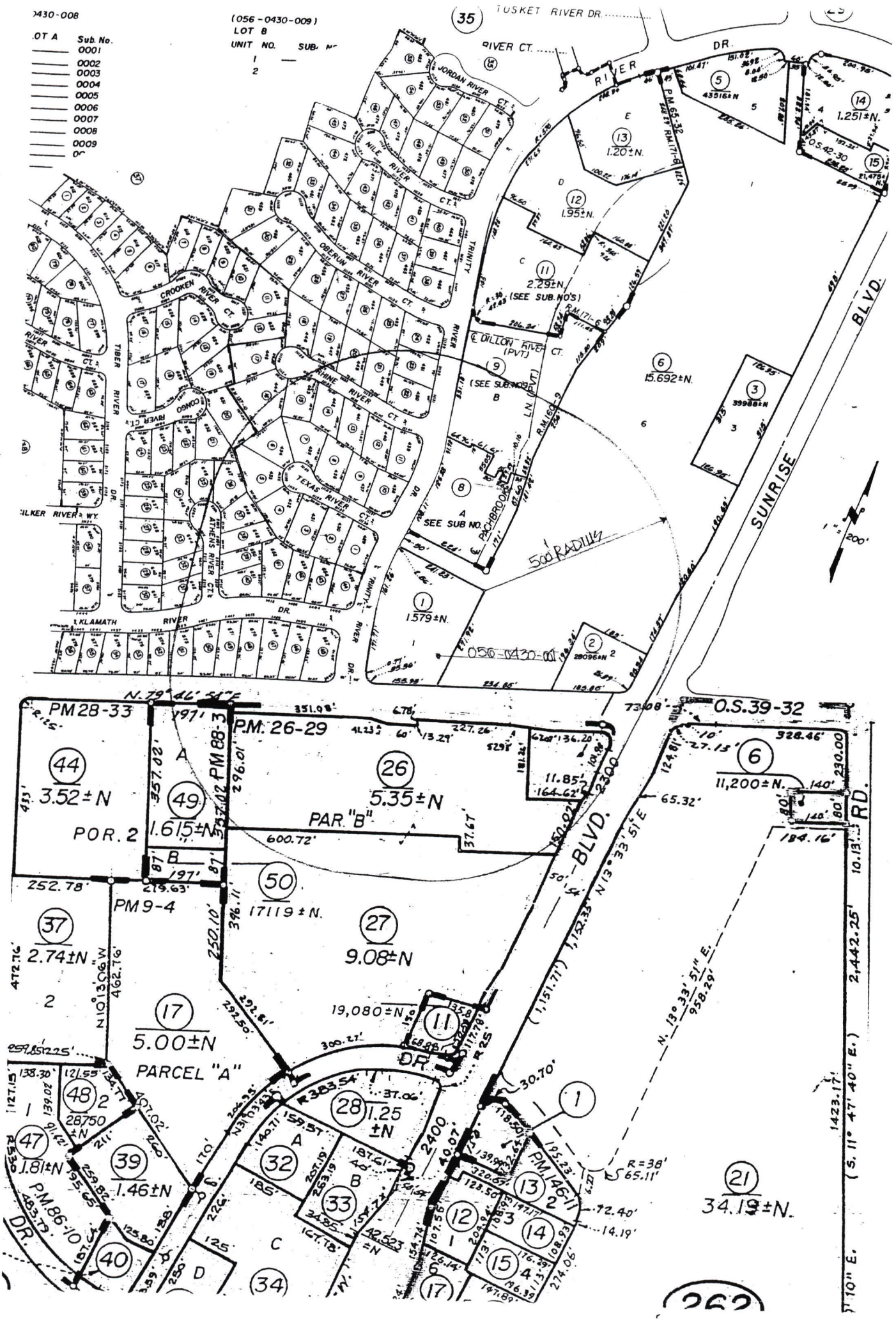
ARAS DESIGN AND CONSTRUCTION
2633 SIERRA BLVD.
SACRAMENTO, CALIFORNIA 95825
(916) 488-0119 FAX: (916)

DESIGN AND BUILT

TRINITY GARDEN ESTATE
COLOMA ROAD AT TRINITY RIVER DRIVE
SACRAMENTO, CALIFORNIA

DRAWING TITLE: SCHEMATIC LANDSCAPE PLAN

DATE: AUGUST 26, 2004
JOB NO.: 2004-019
SHEET NO.: L-1



Attachment 6
(056-0430-009)
LOT B
UNIT NO.
Sub. No.
0001
0002
0003
0004
0005
0006
0007
0008
0009
TUSKET RIVER DR.
RIVER CT.
RIVER DR.
JORDAN RIVER CT.
NILE RIVER CT.
OBERUN RIVER CT.
CROOKEN RIVER CT.
TIBER RIVER
CONGO RIVER CT.
RHINE RIVER CT.
TEXAS RIVER CT.
ATHENS RIVER CT.
KLAMATH RIVER DR.
TRINITY RIVER DR.
DILLON RIVER CT. (PVT)
PACHBROOK
SUNRISE BLVD.
500' RADIUS
056-0430-001
PM 28-33
PM 88-3
P.M. 26-29
O.S. 39-32
POR. 2
PAR. "B"
PM 9-4
PARCEL "A"
PM 86-10
PM 146-11
RD.
DR.
3.52±N
1.615±N
5.35±N
11,200±N.
2.74±N
17119±N.
9.08±N
5.00±N
19,080±N.
1.25±N
1.81±N
1.46±N
34.19±N.
1.20±N.
1.95±N.
2.29±N.
(SEE SUB. NO'S)
15.692±N.
1.579±N.
1.251±N.

056 0400 020 0000
Robert Matson
11116 Congo River Ct
Rancho Cordova, CA 95670

056 0400 021 0000
Shane & Sandra Sharpe- Norton
11112 Congo River Ct
Rancho Cordova, CA 95670

056 0400 031 0000
Joecy & Edgardo Ferrer
2216 Athens River Ct
Rancho Cordova, CA 95670

056 0400 034 0000
Sergey Aldoukhov
2204 Athens River Ct
Rancho Cordova, CA 95670

056 0400 035 0000
Linda Cantwell
2207 Newcastle Gap Dr
Gold River, CA 95670

056 0400 036 0000
Thomas Serio
2201 Athens River Ct
Rancho Cordova, CA 95670

056 0400 037 0000
Mark & Cindy Martinez
2205 Athens River Ct
Rancho Cordova, CA 95670

056 0400 038 0000
Gary Timmons
2209 Athens River Ct
Rancho Cordova, CA 95670

056 0400 039 0000
Derrick & Lesley Anne Terrell
2213 Athens River Ct
Rancho Cordova, CA 95670

056 0400 040 0000
Irene Tachera
2217 Athens River Ct
Rancho Cordova, CA 95670

056 0400 041 0000
Nga Tran
1412 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 042 0000
Charles Eden
1408 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 043 0000
Arnulfo & Maria Antonia Solis
1404 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 044 0000
George & Mary Ann Serio
1400 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 045 0000
Anna Marie Kovacevich
1401 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 046 0000
Scott Malloy
1405 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 047 0000
Anthony & Shirley Tillman Jr.
1409 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 048 0000
Andrew & Michelle Irving
2394 High Rocks Ct
Oroville, CA 95966

056 0400 049 0000
John & Betty Dinubilo Jr.
1417 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 050 0000
Stacey & Donna Storasli
1421 Klamath River Dr
Rancho Cordova, CA 95670

056 0400 051 0000
Patricia Boettcher
2821 Harbour View Ln
Elk Grove, CA 95758

056 0400 052 0000
Laurie Cohen
11801 Melones Cir
Gold River, CA 95670

056 0410 001 0000
Joyce Hartge
11136 Texas River Ct
Rancho Cordova, CA 95670

056 0410 002 0000
Robin Mayer
11132 Texas River Ct
Rancho Cordova, CA 95670

056 0410 003 0000
Kurt & Kim Mathews
11126 Texas River Ct
Rancho Cordova, CA 95670

056 0410 004 0000
Robert Clark
11124 Texas River Ct
Rancho Cordova, CA 95670

056 0410 005 0000
Vladislav & Nadeshda Gordeyev
11120 Texas River Ct
Rancho Cordova, CA 95670

056 0410 006 0000
Jack & Jeanne Kearney
11121 Texas River Ct
Rancho Cordova, CA 95670

056 0410 007 0000
Mark Robert & Anita Marie Raus
11125 Texas River Ct
Rancho Cordova, CA 95670

056 0410 008 0000
Delores Jackson
11129 Texas River Ct
Rancho Cordova, CA 95670

056 0410 009 0000
Robert & Penny Watanabe
11133 Texas River Ct
Rancho Cordova, CA 95670

056 0410 010 0000
Amalia Muldrow
11137 Texas River Ct
Rancho Cordova, CA 95670

056 0410 011 0000
Matt Ostergard
11144 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 012 0000
Khue Thanh Do
11140 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 013 0000
Mary Downs
11136 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 014 0000
Patricia A Kent
11132 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 015 0000
Tracy Cummings
11128 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 016 0000
Maria Thu Ngo
11124 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 019 0000
Kenneth & Stephanie Grant-mille Mille
11129 Rhine River Ct
Rancho Cordova, CA 95670

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Paula Akin
11133 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 021 0000
Patricia Massola
11137 Rhine River Ct
Rancho Cordova, CA 95670

056 0410 022 0000
Charles Whitney
11131 Trinity River Dr
Rancho Cordova, CA 95670

056 0410 023 0000
Shortt
11135 Trinity River Dr
Rancho Cordova, CA 95670

056 0410 024 0000
Gloria & Mark Godfrey
5924 Trovillion St
Citrus Heights, CA 95621

056 0410 025 0000
Robert Mcnabb & Anne Bozick Julie
11134 Oberun River Ct
Rancho Cordova, CA 95670

056 0410 026 0000
Sharon P Sanders
11130 Oberun River Ct
Rancho Cordova, CA 95670

056 0430 002 0000
James & Marilyn Sills
PO Box 215245
Sacramento, CA 95821

056 0430 006 0000
Philip & Judy Lee
7717 Chaparral Way
Fair Oaks, CA 95628

056 0430 008 0001
Huong Thi Burghart
1175 Hellam St
Monterey, CA 93940

056 0430 008 0002
Larry Kushner
9232 Outpost Ct
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056 0430 008 0003
Lawrence Wilfred J & M E
2525 Exeter Square Ln
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056 0430 008 0004
Donald & Margie Wright
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0005
Gail Osborn
11150 Trinity River Dr
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056 0430 008 0006
Claudette Romo
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0007
Janet & Donald Oliver
Andrea
11150 Trinity River Dr #35
Rancho Cordova, CA 95670

056 0430 008 0008
David Onomoto
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0009
David Spingath
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0010
Michael Williams
11150 Trinity River Dr #38
Rancho Cordova, CA 95670

056 0430 008 0011
Kermit & Kimie Allen
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0012
James & Cristina Martinez
450 Riverside Rd
Hollister, CA 95023

056 0430 008 0013
Thor Spargo
421 Northlake Dr #35
San Jose, CA 95117

056 0430 008 0014
Distinguished Properties
N43w283 Somerset Ct
Pewaukee, WI 53072

056 0430 008 0015
Mcproud Inc
551 Santa Rosa Dr
Los Gatos, CA 95032

056 0430 008 0016
Barbara Mayers
PO Box 2112
Aptos, CA 95001

056 0430 008 0017
Robert & Mary Morin
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 008 0018
Distinguished Properties
N43w283 Somerset Ct
Pewaukee, WI 53072

056 0430 008 0019
Juanita Tisdale
11150 Trinity River Dr #47
Rancho Cordova, CA 95670

056 0430 008 0020
Garland Boggs & L Miller Linda
7441 Walnut Rd
Fair Oaks, CA 95628

056 0430 009 0001
Cecelia Myers
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0002
Shelly Stafford
11150 Trinity River Dr #2
Rancho Cordova, CA 95670

056 0430 009 0003
Mcproud Inc
551 Santa Rosa Dr
Los Gatos, CA 95032

056 0430 009 0004
Dan Poppen
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0005
Ronald Panici
11150 Trinity River Dr #5
Rancho Cordova, CA 95670

056 0430 009 0006
Nina Soule
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Rancho Cordova, CA 95670

056 0430 009 0007
Boulette
6100 Rockhurst Way
Granite Bay, CA 95746

056 0430 009 0008
Terri Welch
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0009
Brenna & Keith Arnett
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0010
Lois Hudson
11150 10 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0011
Lisa Wolfe
11150 Trinity River Dr #11
Rancho Cordova, CA 95670

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056 0430 009 0013
Patricia A Kent
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Rancho Cordova, CA 95670

056 0430 009 0014
Shannon & Daphne Burgess
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Janet Kissinger
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056 0430 009 0016
Pearl Waxer
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056 0430 009 0017
Katherine Atwood
PO Box 220435
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056 0430 009 0018
Paula Horel
PO Box 1224
Rancho Cordova, CA 95741

056 0430 009 0019
Norman & Irene Lamar
8312 Woodborough Way
Fair Oaks, CA 95628

056 0430 009 0020
Vicki Simon
11150 Trinity River Dr #20
Rancho Cordova, CA 95670

056 0430 009 0021
Christina Riedel
11150 Trinity River Dr #58
Rancho Cordova, CA 95670

056 0430 009 0022
Charles & Mary Bilske Jr.
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0023
Sandra Wolters
11150 Trinity Dr
Rancho Cordova, CA 95670

056 0430 009 0024
Hoo Sung & Kari Joo
11150 Trinity River Dr
Rancho Cordova, CA 95670

056 0430 009 0025
Turner Marcia L
11150 Trinity River Dr #25
Rancho Cordova, CA 95670

056 0430 009 0026
Dexter & Karin Mizutani Sampson
11150 Trinity River Dr #26
Rancho Cordova, CA 95670

056 0430 009 0027
Shatayia Baker
11150 Trinity River Dr # 27
Rancho Cordova, CA 95670

056 0430 009 0028
Chad Sibbett
11150 Trinity River Dr #28
Rancho Cordova, CA 95670

058 0261 026 0000
Ej Plesko & Associates Inc
6515 Grand Teton Plz
Madison, WI 53719

058 0261 027 0000
E J Plesko & Associates Inc K-mart Cor
PO Box 22799
Houston, TX 77227

058 0261 049 0000
University Of California Berkeley Foun
2440 Bancroft Ext #301
Berkeley, CA 94720

056 0400 032 0000
Jason & Michelle Tenley
2212 Athens River Ct.
Rancho Cordova, CA 95670

056 0400 033 0000
Suzanne Tollefson
2208 Athens River Ct.
Rancho Cordova, CA 95670

056 0430 001 0000
Joseph Martel
11216 Trinity River Dr
Rancho Cordova, CA 95670

Memorandum

Agenda date: January 18, 2005

TO: Honorable City Council

FROM: Cyrus Abhar, Public Works Director

SUBJECT: Pedestrian Master Plan and Americans with Disabilities (ADA) Transition Plan Public Hearing

BACKGROUND:

Shortly after the incorporation, City staff initiated a contract to prepare a Pedestrian Master Plan and Americans with Disabilities Act (ADA) Transition Plan. The City hired Dowling Associates, Inc. to develop these plans using data that already were collected from the Sacramento County's Pedestrian Master Plan and ADA Transition Plan projects. This City Council meeting is a public hearing for these draft documents, and begins a 45-day comment period. Rancho Cordova residents will be able to submit formal comments about these plans, either in written form or at the public hearing, or focus group meetings.

During the comment period, City staff will convene two focus group meetings with interested parties. One of these meetings is with the California for Disability Rights. The other focus group meeting includes other interested parties at a date most convenient for them. These parties include representatives from the National Federation of the Blind, California Council for the Blind and Walk Sacramento.

After the 45-day comment period, the City Council will hold a public hearing to review the comments and response-to-comments, and to approve the Pedestrian Master Plan and ADA Transition Plan.

DISCUSSION:

The main purpose of these documents is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way in Rancho Cordova. The following is a summary of the draft ADA Transition Plan and the draft Pedestrian Master Plan documents.

ADA Transition Plan

The ADA requires all public agencies to develop an ADA Transition Plan for the installation of curb ramps or other sloped areas at all locations where walkways cross curbs. The plan must include a schedule for curb ramp installation and for other improvements necessary to achieve programmatic accessibility for persons with disabilities.

The plan describes the curb ramp and other pedestrian facility needs in the City, and outlines an implementation plan and schedule so that the City will have a complying system of curb ramps, pedestrian signals and sidewalks. The plan also includes ADA codes and standards for the

public right-of-way, which are intended to apply to all construction undertaken within the public right-of-way after the final approval of the ADA Transition Plan.

The plan lists about 250 higher priority project locations, which are expected to be completed within 15 to 20 years. The Public Works Department recommends to allocate a minimum of $100,000 annually to implement the ADA Transition Plan. We will also apply for competitive funds to accelerate the transition process.

Pedestrian Master Plan
The City is undertaking the Pedestrian Master Plan to enhance walking as a viable transportation choice so that Rancho Cordova will be a more livable community. The plan strives to improve pedestrian safety and connectivity within the public right-of-way, and consists of recommended capital improvements and policies.

The Pedestrian Design Guidelines, as part of the Pedestrian Master Plan, addresses new design standards to make facilities better for all pedestrians. The City will distribute these guidelines to developers and other entities involved with the streetscape to help ensure a streamlined development cycle.

The plan includes the higher priority projects in the Pedestrian Capital Improvement Program, which accounts for the first five years of the program. Funds available for pedestrian projects are estimated to be $100,000 per year. Additional funds may be acquired through project grants from various funding programs such as Safe Routes to School. Staff is also exploring the possibility for a cost sharing arrangement between property owners and the City. The recommended projects are grouped into the following categories:

- Sidewalk and Asphalt Walkway Projects;
- Safe Routes to School Projects;
- Safe Routes to Transit Projects;
- Midblock Crossing Projects;
- Pedestrian Countdown Signal Installation Projects;
- Signal Timing Improvement Projects;
- Lighting Improvement Projects;
- Trail Improvement Projects;
- Walkway Projects; and
- Pedestrian District Projects.

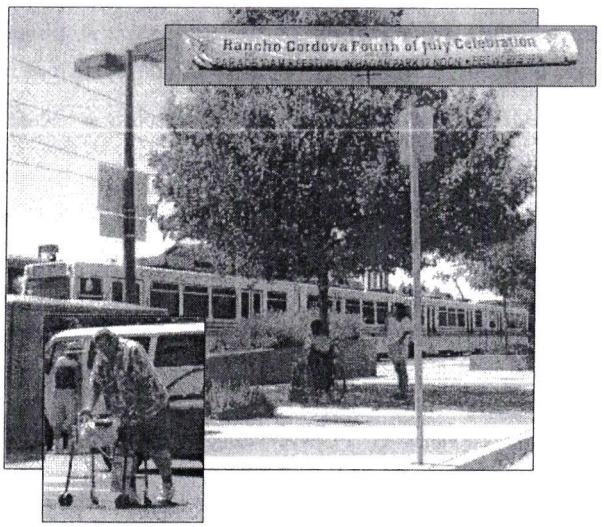
RECOMMENDATION:

Staff recommends the City Council begin the 45-day public comment period which ends on March 3, 2005. After public comments are received and addressed, staff will re-submit this item to the Council for final adoption.

Attachments: Draft ADA Transition Plan, Draft Pedestrian Master Plan

City of Rancho Cordova
Americans with Disabilities Act
Transition Plan

Public Review Draft



November 19, 2004

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Rancho Cordova Public Works Department

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Section 1: Executive Summary

Introduction

The main purpose of the Americans with Disabilities Act (ADA) Transition Plan and Pedestrian Master Plan project is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way of the City of Rancho Cordova. The goal is to optimize the pedestrian experience, to provide safe and usable pedestrian facilities for all pedestrians, and to assure compliance with all federal, state and local regulations and standards.

This report originally was initiated for Sacramento County's ADA Transition Plan and Pedestrian Master Plan when Rancho Cordova was part of the unincorporated County. Dowling Associates staff extracted the relevant data from the original version as part of the Rancho Cordova Pedestrian and ADA Transition Plan Data Extraction project. Thus, information on the Sacramento County efforts is provided herein yet only when it pertains to Rancho Cordova.

The ADA Transition Plan and the Pedestrian Master Plan are on a parallel schedule, but have separate adoption processes. The ADA Transition Plan is intended to represent both the legal and functional goals and objectives of the City to make the existing pedestrian facilities within the City right-of-way accessible and usable for persons with disabilities. The City of Rancho Cordova is undertaking the Pedestrian Master Plan to enhance walking as a viable transportation choice to help make Rancho Cordova a better place to live. The Pedestrian Design Guidelines, as part of the Pedestrian Master Plan, will address new design standards to make facilities better for all pedestrians.

The ADA requires all public agencies to develop an ADA Transition Plan for the installation of curb ramps or other sloped areas at all locations where walkways cross curbs. The plan must include a schedule for curb ramp installation and for other improvements necessary to achieve programmatic accessibility for persons with disabilities. The main purpose of this ADA Transition Plan is to describe the curb ramp and other pedestrian facility needs in the City, and to outline the recommended procedures for implementing and scheduling remedial work to provide a complying system of curb ramps, pedestrian signals and sidewalks.

The ADA Transition Plan and the Pedestrian Master Plan cover the City of Rancho Cordova in its entirety. The City has a wide variety of facilities within the public right-of-way. These facilities include streets and roadways, vehicular and pedestrian bridges, underground and above-ground utilities, vehicular and pedestrian signal systems, signage systems, on-street parking facilities, walkways, sidewalks with curb ramps at intersections, planting strips and buffers, pedestrian activity areas and unimproved open spaces.

Public Participation

Rancho Cordova residents were able to take advantage of the following outreach efforts:

- **Advisory Groups**: Two advisory committees, the ADA Community Advisory Group (CAG) and the Technical Advisory Committee (TAC) were formed and met regularly over a period of one and a half years to review documents and to provide feedback. Both groups contained members of the local disability community.
- **Outreach to Persons with Visual Impairments**: The ADA Transition Plan will be made available to persons who are visually impaired via large print text document and Braille master copy. Persons with visual impairments who have access to software that converts text to audio will be provided the document via e-mail, floppy disks or CDs. The California Access News has a free telephone reader service for individuals who are blind or with visual impairments that includes information on the ADA Transition Plan.
- **Community Planning Advisory Councils (CPAC)**: The study team presented the scope of work for the project to the interested CPACs in the unincorporated Sacramento County, which included the Cordova CPAC (CORPAC) on September 12, 2002. Attendees of the CPAC meetings were given an opportunity for input into the process.
- **Consumer Survey**: The study team developed and distributed a pedestrian and disabled access consumer survey to identify hotspot locations or physical barriers to walking.
- **Press Releases**: The study team created and distributed press releases to cover the following topics: project kick-off, consumer surveys, transportation fairs and the draft ADA Transition Plan.
- **Transportation Fairs**: The study team described the project's activities in hands-on settings at four separate venues throughout the unincorporated County.
- **Web Site**: City of Rancho Cordova project web site was created to disseminate information about the project.
- **Electronic Newsletter**: Electronic newsletters and announcements were distributed to the public via the project listserv.
- **Focus Group Presentations**: The City of Rancho Cordova plans to meet with the following organizations to discuss the draft ADA Transition Plan: the National Federation of the Blind, California Council for the Blind, California for Disability Rights and CORPAC.
- **Public Workshop and Hearing**: The City Council will hold a public workshop on the draft ADA Transition Plan, which will begin a 45-day comment period on the draft document. The City Council then will hold a public hearing to approve the ADA Transition Plan. Rancho Cordova residents will be able to submit formal comments about this ADA Transition Plan, either in written form or at a public workshop. The City of Rancho Cordova will be in charge of the public workshop and hearing.

Inventory Efforts

This inventory effort was initiated as part of the Sacramento County's ADA Transition Plan and Pedestrian Master Plan effort when Rancho Cordova was part of the unincorporated County. Dowling Associates staff extracted the relevant inventory data from the original version as part of the Rancho Cordova Pedestrian and ADA Transition Plan Data Extraction project.

The study team conducted a five-month survey of pedestrian facilities to document existing conditions within the public rights-of-way. These data were used to recommend improvements to pedestrian facilities and to comply with ADA and State Title 24 requirements. Surveying refers to visiting the particular location by a trained accessibility surveyor, and obtaining measurements, dimensions, gradients or other visual determinations as may be appropriate depending on the particular location.

Highlights of the survey process and inventory findings pertinent to the City are listed below:

- Approximately 72 miles of streets and roadways covering over 578 individual segments of roadway boundaries were traveled and surveyed to document physical conditions along the roadways, including conditions that might be barriers to persons with disabilities.
- The inventory focused on more heavily used roadways and intersections and on those roadways and intersections serving governmental, public service and commercial uses.
- For roadways surveyed, approximately 85 percent of City roadways have sidewalks on one or both sides, and 15 percent do not have sidewalks on either side of the street.
- Approximately 718 intersections or 1,685 street corners were surveyed, and measurements were taken for a variety of dimensions and gradients.
- Approximately 73 percent of all corners surveyed have rolled curbs, approximately 19 percent have vertical curbs, and 7 percent do not have curbs.
- Approximately 27 percent of all developed corners have curb ramps. Of these, approximately 58 percent were older perpendicular curb ramps with flared sides and approximately 38 percent were newer parallel pan-type curb ramps.

All survey findings are contained in a Microsoft Access database titled the Sidewalk and Intersection Database. The database is designed to be user-friendly, with interactive screens available to access the summary report and reports for each individual intersection or roadway segment.

ADA Codes and Standards

ADA Codes and Standards were developed for all facilities within the public right-of-way. The standards are intended to apply to all construction undertaken within the public right-of way after the final approval of the ADA Transition Plan. The ADA CAG and the TAC

reviewed three versions of the ADA Codes and Standards. The final draft document was submitted for review on April 25, 2003. This final draft version was reviewed at ADA CAG and TAC meetings on June 2, 2003.

The ADA Codes and Standards were developed to combine and resolve any conflicts between the *Americans with Disabilities Act Accessibility Guidelines* (ADAAG), published by the U.S. Architectural and Transportation Barriers Compliance Board in July 1991, and the *California State Building Code, Title 24, Part 2*, of the California Code of Regulation, 2001 edition. *Draft Guidelines for Public Rights-of-Way*, published by the U.S. Architectural and Transportation Barriers Compliance Board on June 17, 2002, which are expected to take effect in the future, also were considered in the ADA Codes and Standards. In addition, all approved policies and standards affecting accessibility in the public right-of way were included in the standards. This report considered Sacramento County standards because it originally was prepared for Sacramento County's ADA Transition Plan and Pedestrian Master Plan when Rancho Cordova was part of the unincorporated County. These policies have been adopted by the City of Rancho Cordova.

ADA Capital Implementation Plan

The ADA Capital Implementation Plan describes the extent of City-operated and other participants' projects necessary to implement the ADA Transition Plan within the City public rights-of-way.

Types of projects included in the ADA Capital Implementation Plan can be categorized as follows:

- Curb ramp construction or replacement projects based upon resident requests.
- Curb ramp, sidewalk and intersection retrofit projects included with street overlay or other street or sidewalk construction projects.
- Curb ramp, sidewalk and intersection retrofit projects, in conjunction with construction by private parties.
- Curb ramp, sidewalk and intersection retrofit projects deemed essential for mitigation of barriers based upon the finalized ADA Transition Plan.
- Street and sidewalk construction or retrofit projects planned for the improvement of overall pedestrian facilities.
- Signal retrofit projects.
- Roadway widening projects.

A number of existing and potential programs and funding sources for capital improvement projects were evaluated. These programs include on-going capital improvement and maintenance programs as well as specific projects and funding sources allocated in the City's five year Transportation Improvement Plan (TIP). The ADA Capital Implementation Plan uses, to the maximum extent possible, existing and prospective funding programs and sources. The plan recommends specific goals for the construction of accessibility improvements. While specifying locations and the scope of work required at these locations, the plan also is intended to serve as a conceptual plan whereby the extent of future projects

can be evaluated prior to preparing detailed cost estimates. Once an overall scope of work and its financial impact is established, annual projects can be finalized and the exact number of specified improvements can be set as project goals.

Curb ramps should be installed at all locations where they are missing and necessary for the full usage of the overall pedestrian path of travel, including at mid-block crosswalks. Older non-conforming curb ramps that pose potential hazards to wheelchair users should be repaired, upgraded or replaced. Some of these curb ramps may be ineffective or even dangerous due to steep slopes, narrow widths, high gutter lips and offset locations that require users to enter and exit streets outside of crosswalks. In addition to curb ramp construction and replacement, crosswalks, pedestrian signals and sidewalks serving each selected intersection should be evaluated for compliance with the ADA Codes and Standards and upgraded where necessary.

The ADA Capital Implementation Plan includes a detailed and prioritized list of approximately 246 project locations and items of work, which have been reviewed by the City, the ADA CAG and the TAC. This implementation plan, which targets higher priority uses, anticipates a 15- to 20-year implementation period to achieve compliance with program accessibility requirements. Additional ADA work, such as new construction and additional curb ramps beyond the minimum program access requirements, will continue beyond the timeframe identified above.

Monitoring and Status Reporting

The City currently is engaged in an on-going effort to construct curb ramps, sidewalks and other facilities at numerous locations. This construction activity involves several types of projects, including street overlay projects, street beautification projects, utility construction projects and other capital improvement projects in the public right-of-way. In addition, when this ADA Transition Plan is approved and implemented, more curb ramps and related improvements will be constructed.

While it is important to assure that codes and standards used to design and construct curb ramps and related improvements are up-to-date, it is equally important that improvements are constructed properly and in compliance with all applicable codes and standards. Therefore, the monitoring of construction activities and the reporting of the status of improvements is vital in assuring an effective overall compliance program.

The ADA Transition Plan details the methods and procedures for monitoring these construction activities and for tracking the status of compliance with the plan at all construction locations within the City.

Section 2: Introduction and Administrative Information

Section 2.1: Introduction to the ADA

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also protects employees with disabilities, with certain protections and requires employers to make reasonable accommodation for applicants and employees with disabilities.

The ADA is divided into five parts, covering the following areas:

Title I: Employment

Under Title I, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation or discharge of an employee, or in other terms, conditions and rights of employment.

Title II: Public Services

Title II prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services or activities to persons with disabilities. It is under this Title that this ADA Transition Plan has been prepared. The ADA Transition Plan is intended to outline the methods by which physical or structural changes will be made to affect the non-discrimination policies described in Title II.

Title III: Public Accommodations

Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term public accommodation as used in the definition often is misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: Telecommunications

Title IV covers regulations regarding private telephone companies, and requires common carriers offering telephone services to the public to increase the availability

of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: Miscellaneous Provisions

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees and technical assistance provisions.

Title II of the ADA dictates that a public entity must evaluate its services, programs, policies and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued in July 1991. A self-evaluation also is required. It is intended to examine activities and services, identify problems or barriers that may limit accessibility by persons with disabilities, and describe potential compliance solutions. The entity then must proceed to make the necessary changes resulting from the self-evaluation. The ADA further requires that an ADA transition plan be prepared to describe any structural or physical changes required to make programs accessible.

In the ADA, the term disability means, with respect to an individual:

(1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
(2) A record of such an impairment; or
(3) Being regarded as having such an impairment.

If an individual meets any one of these three tests, that person is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA. These rules are available upon request from the study team, and are incorporated by reference as part of this ADA Transition Plan.

Section 2.2: City of Rancho Cordova ADA Responsibilities

The City has various responsibilities under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to government agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no otherwise qualified individual with disabilities shall, solely by reason of disability, be discriminated against under any program or activity receiving federal financial assistance. The City has been subject to and operating under the requirements of Section 504 for many years.

The ADA states an intent not to apply lesser standards than are required under other federal, state or local laws; therefore, the law that is the most stringent has precedence. This intent has particular application with respect to the City's obligations under Section 504 or under Title 24 of the California Code of Regulations, which in some cases, exceed ADA requirements with respect to structural and physical changes.

Title II also mandates that City governments may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward disabled residents. Nevertheless, if the public entity can demonstrate that a modification fundamentally would alter the nature of its service, it would not be required to make that modification. Title II also discusses the use of auxiliary aids necessary to enable persons who have visual, hearing, mobility or similar impairments to gain access to programs and activities provided by the City so as to make an appropriate reasonable accommodation.

The lone exception to these requirements would be because of undue hardship. Undue hardship is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources and structure of the specific operation. Undue hardship is determined on a case-by-case basis.

A public entity also is required to designate a person to be responsible for coordinating the implementation of ADA requirements and for investigating complaints of alleged noncompliance. At the time of the ADA Transition Plan preparations, for the intent of this portion of the ADA Transition Plan that relates to streets, sidewalks and public rights-of-way, that designated person is Kathy Garcia, ADA Program Access Coordinator, City of Rancho Cordova, 3121 Gold Canal Drive, Rancho Cordova, CA 95670, Telephone (916) 942-0222, Fax: (916) 853-1691, e-mail: kgarcia@cityofranchocordova.org and TTY (916) 942-0226.

Section 2.3: ADA Transition Plan Requirements

According to ADA, a public agency is required to prepare an ADA Transition Plan if physical or structural modifications to facilities are required to provide access to programs or services. Title II of the ADA regulates government agencies, with its primary goal being to ensure that all of their programs and services are accessible to individuals with disabilities. The ADA Transition Plan is limited to evaluating physical barriers; however, an analysis of the programs and services rendered by the City also is important to determine what physical changes are necessary. The ADA Transition Plan documents what actions the City will take to alter its facilities. The ADA requires that the ADA Transition Plan be submitted for public review before final approval and adoption by the appropriate regulatory agency.

Generally, the ADA Transition Plan lists existing barriers in the public rights-of-way under the City's jurisdiction, and schedules which barriers to remove to provide access for individuals with disabilities to City programs. The City is required to provide access to all of its programs, but is not required to remove all architectural barriers in all of its facilities. In addition to making physical improvements, government agencies can choose among various administrative solutions, such as relocating or modifying a particular program, to obtain overall program access.

The ADA Transition Plan is required by Department of Justice rules to address the following aspects of accessibility:

(1) If a public entity has responsibility or authority over streets, roads or walkways, its ADA Transition Plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the ADA, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas;

(2) The ADA Transition Plan shall identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

(3) The ADA Transition Plan shall describe the methods that will be used to make the facilities accessible; and

(4) The ADA Transition Plan shall specify the schedule for taking the steps necessary to achieve compliance with the ADA and, if the time period of the ADA Transition Plan is longer than one year, identify steps that will be taken during each year of the transition period.

The ADA Transition Plan contains detailed physical barrier surveys of City streets, curb ramps and related facilities. These surveys are contained in a comprehensive computer database, and document barriers present at the time of the survey. The survey does not provide a complete listing of complying architectural or physical features. It also is important to note that improvements made to facilities after the date of the survey are not included as part of this ADA Transition Plan.

The ADA does not designate a specific code or standard for evaluating access to existing facilities. Title II gives government agencies a choice between the Uniform Federal Access Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as a standard for renovations. Since the ADA states that it does not override requirements of other state and local requirements, the State of California Title 24 access regulations also must be applied. Therefore, for the purpose of this ADA Transition Plan, each facility or site area is evaluated based on the most stringent requirements of the 1991 ADA Accessibility Guidelines or 2001 Title 24.

In creating priorities, it is the City's intent to evaluate all areas of potential deficiency, and to make structural changes where necessary. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the intent for all individuals with disabilities to be reasonably accommodated by the City.

Section 2.4: Description of Program Accessibility

The final Rules and Regulations of the ADA describe the requirements for program accessibility (Code of Federal Regulations, Title 28, Part 35, Subpart D). A public entity shall operate each service, program or activity, when viewed in its entirety, so that it is accessible to and usable by individuals with disabilities. The ADA does not require the public entity to make all of its existing facilities accessible, nor does it require a public entity to take any action that would fundamentally alter the nature of a service, program or activity. Also, it does not require implementation of the ADA that would result in undue financial and administrative burdens. In such cases where documentation is provided in keeping with strict procedures outlined in the ADA, there are various methods that may be appropriate for providing program accessibility in lieu of making actual physical changes to facilities.

With these facts in mind, the first step in determining what structural changes to existing facilities are necessary is to develop an understanding of the specific public programs and activities occurring at existing facilities within the City. This section attempts to describe the programs and activities in the public right-of-way. It should be noted that this section is not intended to be a self-evaluation, as described in the ADA. A self-evaluation includes an analysis of *all* programs and services offered by a public entity. The self evaluation may include communications, publications, employment and many other factors that are separate from proposed structural or physical modifications to facilities.

The activity of using the public right-of-way may be considered a program in two different ways:

(1) Streets, sidewalks and curb ramps may be part of a continuous path of travel between activities or programs, at various public and private facilities located on adjacent properties, such as public offices, schools, parks and recreational facilities, public service agencies, hospitals and health clinics, police facilities and public housing uses.
(2) Streets, sidewalks and curb ramps may themselves represent a program of public pedestrian activities that are essential to the usage and enjoyment of a city's built environment.

The Department of Justice's Title II Technical Assistance Manual points out that a public entity's programs related to streets, sidewalks and curb ramps may be prioritized with respect to relative importance and frequency of usage. It further describes that program accessibility would not require all streets, sidewalks and curb ramps to be fully accessible as required by current codes. A determination of what public rights-of-way are programmatically required to be accessible may vary from jurisdiction to jurisdiction.

Section 3: Public Participation and Input

Section 3.1 Introduction

The ADA states that a public entity is required to make available to applicants, participants, residents and other interested parties information regarding the ADA Transition Plan and its applicability to the services, programs or activities of the public entity, and to apprise the public of the protections against discrimination afforded to them by the ADA. A public entity also is required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the ADA Transition Plan by submitting comments and making specific recommendations. The ADA also requires that a copy of the draft ADA Transition Plan shall be made available for public inspection during a formal public review period.

The ADA Transition Plan project was set up to encourage and facilitate the maximum degree of participation from residents of the City of Rancho Cordova. This process included persons with disabilities and those representing disability service organizations. This section describes the public participation and outreach efforts made by the study team. The main objective of the outreach effort was to ensure that the ADA Transition Plan is one that truly represents the goals and aspirations of the local disability community.

Section 3.2: Community Participation

Introduction

The study team set up the ADA Transition Plan and Pedestrian Master Plan project to encourage and facilitate the maximum degree of public participation. This process included persons with disabilities and those representing disability service organizations. The outreach efforts included the following components as shown in bullet points and described in more detail below:

- Advisory Groups
- Outreach to Persons who are Visually Impaired
- Web Site
- Electronic Newsletter and List Serve
- Press Releases
- Transportation Fairs
- Community Planning Advisory Councils
- Consumer Survey (described in Section 3.3)
- Public Information Workshops (described in Section 3.4)

Rancho Cordova residents will be able to submit formal comments about this ADA Transition Plan, either in written form or at a public workshop and a City Council hearing. The public workshop and City Council hearing will be held in the City of Rancho Cordova.

Advisory Groups

As part of the ADA public participation process, advisory groups were formed to allow for additional input from key stakeholders, planning professionals, policy makers and the general public. The advisory groups acted as a sounding board for the ADA study team. Members reviewed and provided feedback on project documents and submittals. In addition, the advisory groups worked toward achieving consensus on project issues.

The following advisory groups were established:

- ADA Community Advisory Group (CAG) for the ADA Transition Plan;
- Technical Advisory Committee (TAC) for the ADA Transition Plan.

The ADA CAG and TAC members included representatives from the following organizations:

ADA Community Advisory Group (CAG)

- Agency For Hearing
- California Council for the Blind
- Californians for Disability Rights
- Folsom Cordova Unified School District
- Gray Panthers
- Human Rights/Fair Housing Commission
- National Federation of the Blind
- National Multiple Sclerosis Society
- Sacramento Riverfront Association
- Society for the Blind
- WalkSacramento

Technical Advisory Committee (TAC)

- Caltrans
- City of Sacramento Public Works Department
- Paratransit, Inc.
- Sacramento Area Council of Governments
- Sacramento County – Chief of the Disability Compliance Office
- Sacramento County – Construction Management
- Sacramento County – Department of Environmental Review and Assessment
- Sacramento County – Department of Parks and Recreation
- Sacramento County – Department of Water Resources

- Sacramento County – General Services
- Sacramento County – Planning Department
- Sacramento County – Sacramento Department of Transportation (SacDOT)
- Sacramento County - Sheriff's Department
- Sacramento Metropolitan Air Quality Management District
- Sacramento Municipal Utility District
- Sacramento Regional Transit District
- WalkSacramento

The study team met with the advisory committees at key milestones throughout the ADA Transition Plan. The first meeting for each group was in April 2002. Both groups held nine regular meetings, including draft ADA Transition Plan review meetings in January 2004. The CAG and the TAC also met concurrently at different stages to allow the joint groups to discuss key project components.

Outreach to Persons who are Visually Impaired

The ADA Transition Plan will be made available to persons who are visually impaired via large print text document and Braille master copy. Persons with visual impairments who have access to software that converts text to audio will be provided the document via e-mail, floppy disks or CDs. The Sidewalk and Intersection Database will be available for review by appointment at the ADA Program Access Coordinator's office at 3121 Gold Canal Drive, Rancho Cordova, CA.

California Access News' Local Content Section has a free telephone reader service for individuals who are blind or with visual impairments that includes information on the ADA Transition Plan. To access it, dial (916) 732-4000 and then 1 from the main menu. Interested parties may sign up as a subscriber by calling (916) 732-4010. The service was initiated for the ADA Transition Plan in August 2002, and received a total of 48 hits to the three project-related sites between August and December 2002. All information was updated on a regular basis to include upcoming events, meetings and documents.

Web Site

The ADA study team used the Sacramento County Department of Transportation web site as an additional means of disseminating information on the ADA Transition Plan as well as the Pedestrian Master Plan. The City of Rancho Cordova also has ADA-related information on their web site at: http://www.cityofranchocordova.org/

By using the web site, the public was able to obtain information on the project's purpose, schedule and timeline, pedestrian/ADA consumer survey, archived newsletters and related articles, approved and revised documents and discussion papers, public involvement opportunities and contact information. In addition, the draft and final ADA Transition Plan and Pedestrian Master Plan will be posted on the City's web site for approximately 12 months after final approval and adoption.

Electronic Newsletter and Listserv

The study team used the e-mail list-serves and electronic newsletters to keep interested parties apprised of the project's progress. The study team found e-newsletters to be a cost-effective way of communicating to a broad audience. The e-newsletters also afforded the study team a convenient method of communicating project updates or upcoming public involvement opportunities on a frequent, real-time basis.

Newsletters also were made available in hard copy, large print, CD, floppy disk or electronic mail. The study team relied on the ADA and pedestrian-oriented organizations and other advocacy groups in the Sacramento area to distribute project information through their existing web sites and e-mail listservs.

Community Planning Advisory Councils

At the beginning of the project, the study team presented the ADA Transition Plan and Pedestrian Master Plan projects to the Community Planning Advisory Councils (CPACs) in Sacramento County including the Cordova CPAC (CORPAC) on September 12, 2002. The presentation focused on each plan's purpose, objectives, scope, schedule and community outreach and involvement opportunities. Attendees of the CPAC meetings were given an opportunity for input into the plan development process, as well as local problems such as safety issues, needed curb ramps and sidewalk connectivity. The study team distributed the consumer survey, as described in the next section, to CPAC meeting attendees to identify specific problem areas in their neighborhoods.

Section 3.3: Consumer Surveys

Introduction

The study team conducted a pedestrian and disabled access consumer survey to help identify specific community concerns, as well as hotspot locations or physical barriers to individuals with disabilities. The consumer survey also helped with the prioritization of the proposed projects as part of the ADA Capital Implementation Plan. The survey was designed to target all pedestrians, including individuals with disabilities.

The study team distributed questionnaires to public library branches throughout the County including Rancho Cordova and to individuals and organizations on the study team's mailing list. Paratransit, Inc. mailed out about 4,000 questionnaires along with a project newsletter to their consumers in the unincorporated County including Rancho Cordova when it was part of the unincorporated area. WalkSacramento also distributed the surveys to their members. The consumer survey was available on the project web site from September 2002 through April 2003.

For visually-impaired individuals, the questionnaire was made available in the following alternative formats:

- Audio tapes;
- Electronic using text files;
- Floppy disks;
- Large print documents;
- Telephone; and
- Telephone reader service (California Access News).

Survey Process

The goal was to receive at least 100 completed questionnaires from pedestrians who stated that they were disabled (all respondents were given the opportunity to decline stating that they had a disability) and at least 200 completed questionnaires from the general public. The study team collected and analyzed 197 questionnaires. Out of these surveys, 112 were filled out by individuals who stated that they had a disability.

The survey collected the following information:

- Disability type (optional);
- Reasons why respondent does not walk more;
- Purpose for walking (i.e., work, social/recreational, etc.);
- Time spent walking for each purpose; and
- Major walking constraints.

Survey Results

Statistically valid results were not necessarily drawn from the survey results, because the pedestrian respondents were not randomly selected. Nevertheless, these pedestrians did provide a broader picture of pedestrian activity in the unincorporated County. About 62 percent of the respondents were female, and the survey showed that the female respondents walk for a longer amount of time compared to the male respondents.

More respondents were older, and more respondents stated that they were disabled than the demographics of the unincorporated County. For example, 44 percent of the respondents were 60 years old or greater, and 57 percent of the respondents marked the optional question regarding disability. Furthermore, only 52 percent of the respondents owned a car or truck. According to the 1995 National Personal Transportation Survey (NPTS), one in ten households in the United States do not own an automobile. In interpreting these observations, it should be remembered that respondents, since they were self selected, are more likely to travel longer distances and for more purposes than the average resident in the unincorporated County.

Tables 1-2 illustrate the survey results as they pertain to Rancho Cordova. Table 1 shows that about ten percent of the survey respondents were from Rancho Cordova. Rancho Cordova respondents were more likely to be concerned about street crossing constraints than the other unincorporated areas and less about sidewalk constraints. Disabled accessibility constraints also were a more significant concern. Table 2 lists the actual comments made by the respondents when they gave specific intersection or roadway segment information.

Table 1: Pedestrian Constraints (or Difficulties) Reported

	Total Respondents	Sidewalk Constraints	Street Crossing Constraints	Disabled Accessibility Constraints
Rancho Cordova	50	10	17	14
		20%	34%	28%
Unincorporated County (w/ Rancho Cordova)	494	170	155	86
		34%	31%	17%

Table 2: Walking Constraint Consumer Survey Responses

Street Name	Cross Streets	Side walk	XING	Tra nsit	Disa bled	Lght	Comments
Coloma Rd	Sunrise				1		
Coloma Road	Truckee River		1				Traffic is going too fast to risk family and friends.
Coloma Road	Vehicle Drive		1	1	1	1	Transit riders run across Coloma Rd after disembarking buses.
Folsom	Aramon	1	1		1		
Folsom	Bradshaw		1				Wide street, short crossing time.
Folsom Blvd.	Cordova Lane	1	1		1		
Folsom Blvd.	Cordova Ln. and Olson Dr.	1					It is difficult for a rider to transition between the road and the sidewalk along the north side because of the height between the gutter and the road.
Folsom	Mills Park	1	1		1	1	
La Riviera	Folsom	1			1		Rough, wheel topples and chair almost tips
Mills Park	Mills Tower	1	1	1		1	Dirty, rocky road pathway to crossing - 1 hour schedule on bus there.
Mills Station Rd.				1	1		Unable to cross streets due to traffic. I use a walker, wheelchair and a cane.
Olson Drive	Olson, Zinfandel, Folsom		1	1	1		No crosswalks exist along Olson Drive except at the crossings. High-density retail and office buildings are separated by Olson Drive. Workers in the office traverse Olson without marked crossings.
Progress Court	Progress Court & Olson Dr		1	1			Heavily used public facility and post office in addition to church with any pedestrian crossings.
Progress Court			1				Progress Court and the location of the 95670 post office is also difficult.
Sunrise	Trinity River	1	1				Sunrise is basically a freeway that needs to be more pedestrian friendly.
Total	15	7	11	5	8	3	
Percent		47%	73%	33%	53%	20%	

Section 3.4: ADA Transition Plan Public Review and Comment Period

A public entity that employs 50 or more people is required to seek public input on its ADA Transition Plan. Beyond the legal requirements, public input is vital to assure that those affected by the City's programs, services and facilities understand the scope and nature of the City's responsibilities for providing equal access to the public. As described in the previous section, the ADA Transition Plan process has spanned several years, and considerable efforts to obtain public input have been undertaken during this period.

The study team will announce in local publications and will hold a City Council workshop on the draft ADA Transition Plan to begin the 45-day public review comment period. During this time, the study team will present the draft ADA Transition Plan at a public workshop that specializes in disabled access issues. A City Council Hearing on the final draft ADA Transition Plan is required to approve the plan. These meetings are expected to take place in late 2004 to early 2005.

The City of Rancho Cordova will lead the public meetings, and plans to contact the key stakeholders including:

- Alta Regional
- Area 4 Agency on Aging
- California Council for the Blind
- California for Disability Rights
- McGregor Commons
- National Federation of the Blind
- Paratransit, Inc.
- Participants in Progress
- Regional Transit
- Sunrise Macular Degeneration Association
- Walk Sacramento

The draft ADA Transition Plan will be available in alternate formats, and written comments will be received in any alternative formats chosen by respondents. All public comments received will be incorporated in their entirety into a section of the final ADA Transition Plan. All public comments will be reviewed, analyzed and incorporated into the text of the final ADA Transition Plan as deemed to be appropriate.

Requests for copies of the ADA Transition Plan and public comments should be directed to City of Rancho Cordova, Kathy Garcia, ADA Program Access Coordinator, 3121 Gold Canal Drive, Rancho Cordova, CA, 95670, Telephone: (916) 942-0222, Fax (916) 853-1691, e-mail: kgarcia@cityofranchocordova.org, TTY (916) 942-0226. The ADA Transition Plan will be provided in various alternative formats upon written request.

Section 3.5: ADA Grievance Procedures

Introduction

The ADA states that a public entity is required to apprise the public of the protections against discrimination afforded to them by Title II of the ADA, including information about how Title II requirements apply to its particular programs, services and activities [28 C.F.R. § 35.106]. A public entity also is required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of policies and procedures that affect the implementation of an ADA transition plan by submitting comments and making specific recommendations.

A public entity that employs 50 or more persons is required by the ADA to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints or grievances alleging any action that would be prohibited by Title II of the ADA. The City's grievance procedure is described below. Any person with a disability or any parent or guardian who represents a minor person with a disability, who believes that they have been the subject of disability-related discrimination on the basis of the denial of access to facilities, programs or services, may file a grievance or complaint.

Grievance Procedures and Instructions

Step 1: File a Grievance Form

The complainant should fill out the ADA Complaint / Grievance Form shown below, giving all of the information requested. The ADA Complaint / Grievance Form should be filed in writing with the ADA Program Access Coordinator within 60 days of the alleged disability-related discrimination. Upon request, reasonable accommodations will be provided in completing the form, or alternative formats of the form will be provided. The ADA Complaint / Grievance Procedure and Form may be obtained from and sent to the City of Rancho Cordova, ADA Program Access Coordinator, 3121 Gold Canal Drive, Rancho Cordova, CA 95670, Telephone: (916) 942-0222, Fax: (916) 853-1691, E-mail: kgarcia@cityofranchocordova.org, TTY (916) 942-0226.

Step 2: An Investigation is Conducted

A notice of receipt shall be mailed to the complainant by registered mail within five days of the receipt of the complaint or grievance, and the ADA Program Access Coordinator or another authorized representative shall begin an investigation into the merits of the complaint within 60 days. If necessary, the ADA Program Access Coordinator or another authorized representative may contact the complainant directly to obtain additional facts or documentation relevant to the grievance. If the complainant alleges misconduct on the part of the ADA Program Access Coordinator, another authorized representative may be appointed by the City Engineer to undertake the investigation if the allegations can be

substantiated. If the complainant does not wish to be contacted personally, he/she should indicate it on the ADA Complaint / Grievance Form.

After the grievance is received, the complaint shall be brought before the ADA Oversight Committee, chaired by the ADA Program Access Coordinator.

Step 3: A Written Decision is Prepared and Forwarded to the Complainant

The ADA Program Access Coordinator shall prepare a written decision, after full consideration of the grievance merits, no later than 75 days following the receipt of the grievance. If the complaint alleges misconduct on the part of the ADA Program Access Coordinator, another authorized representative may be appointed by the City Engineer to prepare the written decision if the allegations can be substantiated. A copy of the written decision shall be mailed to the complainant by registered mail no later than five days after preparation of the written decision.

Step 4: A Complainant May Appeal the Decision

If the complainant is dissatisfied with the written decision, the complainant may file a written appeal with the City Engineer no later than 30 days from the date that the decision was mailed. The appeal must contain a statement of the reasons why the complainant is dissatisfied with the written decision, and must be signed by the complainant, or by someone authorized to sign on the complainant's behalf. A notice of receipt shall be mailed to the complainant by registered mail within five days of the receipt of the appeal. The appeal reviewers, consisting of the ADA Program Access Coordinator the City Engineer and other members of the ADA Oversight Committee, shall act upon the appeal no later than 60 days after receipt, and a copy of the appeal reviewers' written decision shall be mailed to the complainant by registered mail no later than five days after preparation of the decision. The decision of the appeal reviewer shall be final.

The ADA Program Access Coordinator, the City Engineer and other members of the ADA Oversight Committee shall maintain the confidentiality of all files and records relating to grievances filed, unless disclosure is authorized or required by law. Any retaliation, coercion, intimidation, threat, interference or harassment for the filing of a grievance, or used to restrain a complainant from filing, is prohibited and should be reported immediately to the ADA Program Access Coordinator or other members of the Oversight Committee depending on the case.

City of Rancho Cordova - ADA Complaint / Grievance Form

Complainant: _____

Person Preparing Complaint (if different from Complainant): _____

Relationship to Complainant (if different from Complainant): _____

Street Address & Apt. No.: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-mail: _____

Please provide a complete description of the specific complaint or grievance:

_____
_____
_____
_____
_____
_____

Please specify any location(s) related to the complaint or grievance (if applicable):

_____
_____
_____

Please state what you think should be done to resolve the complaint or grievance:

_____
_____
_____
_____
_____

Please attach additional pages as needed.

? Please do not contact me personally.

Signature: _____ Date: _____

Return to: City of Rancho Cordova, ADA Program Access Coordinator, 3121 Gold Canal Drive, Rancho Cordova, 95670

Upon request, reasonable accommodation will be provided in completing this form, or copies of the form will be provided in alternative formats. Contact the ADA Program Access Coordinator at the address listed above, via telephone (916) 942-0222, fax (916) 853-1691, e-mail: kgarcia@cityofranchocordova.org or TTY (916) 942-0226.

Section 3.6: ADA Transition Plan Oversight Committee

Introduction

A key to ensuring timely and effective implementation of the City's ADA Transition Plan is coordination among the various departments, divisions, offices and committees involved in this effort. To this end, an ADA Transition Plan Oversight Committee, chaired by the ADA Program Access Coordinator, shall be established. Its purpose is to assure that a reasonable work schedule is maintained and to monitor any additional work or costs as they are identified. The Committee should meet, at a minimum, quarterly and report annually to the Rancho Cordova City Council on the status of ADA and accessibility improvements to the public right-of-way, as well as on costs incurred to date and projected cost estimates for other components of the ADA Transition Plan. A Committee representative also should meet with the City's Pedestrian Advisory Committee, as described in Section 6.4, on a quarterly basis.

The recommended composition of the committee is as follows:

- City Engineer, City of Rancho Cordova.
- Chief Building Official, City of Rancho Cordova.
- ADA Program Access Coordinator, City of Rancho Cordova.

The Oversight Committee should evaluate the need for additional funding and look for new funding opportunities, including funding to assist with the tasks performed by the ADA Transition Plan Oversight Committee.

Specific tasks that the ADA Transition Plan Oversight Committee should undertake and oversee would include the following:

(1) Curbs and Curb Ramps Evaluation

The Oversight Committee should monitor the status of curb ramp construction, and should recommend revisions/modifications to the policy to implement the ADA Transition Plan, to handle public requests, to discuss variances and deviations to the standards and to determine technical infeasibility.

The Committee should evaluate the City's current curb ramp designs on an on-going basis to ensure that they provide the appropriate degree of access, in accordance with the ADA Codes and Standards included in the ADA Transition Plan. Where the public right-of-way allows, alternative curb ramp designs should be investigated to ensure the appropriate complying level of access. Information from the Public Right-of-way Advisory Committee of the U. S. Access Board should be continually evaluated for purposes of determining that current curb ramp designs reflect the latest access trends. Current studies and code changes related to State of California Title 24 also should be closely monitored.

City of Rancho Cordova Pedestrian Master Plan

Public Review Draft



November 15, 2004

Prepared for:
Rancho Cordova Public Works Department

Prepared by:
Dowling Associates, Inc.

Acknowledgements

City of Rancho Cordova City Council

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Dan Skoglund	Council Member
Ken Cooley	Mayor Pro Tem
Robert McGarvey	Council Member
David Sander	Council Member

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Submitted by:

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Transportation Engineering • Planning • Research • Education

in association with:

Logan Hopper Associates
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Executive Summary

The Pedestrian Master Plan (PMP) is intended to establish policies, programs and projects to improve the pedestrian system within the City of Rancho Cordova. The Pedestrian Master Plan was developed along with the ADA Transition Plan. The ADA Transition Plan addresses improvement needs relating to disability access within the public right-of-way. All pedestrian projects proposed in the Pedestrian Master Plan will meet ADA standards and should strive to meet the pedestrian guidelines described in the plan.

This PMP and ADA Transition Plan effort was initiated as part of Sacramento County's PMP and ADA Transition Plan study. Rancho Cordova was included in the Sacramento County study since incorporation did not formally take effect until July 2003. The data already were collected and analyzed at this time. The City of Rancho Cordova prepared the Pedestrian Master Plan using the County's Existing Conditions PMP report and other materials such as the City's General Plan information.

Community Outreach

Rancho Cordova residents were able to take advantage of the following outreach efforts:

- **Advisory Groups**: Two advisory committees, the Pedestrian Community Advisory Group (CAG) and the Technical Advisory Committee (TAC) were formed and met regularly over a period of one and a half years to review documents and to provide feedback.
- **Outreach to Persons with Visual Impairments**: The Pedestrian Master Plan will be made available to persons who are visually impaired via large print text document, audio, text for audio conversion and Braille.
- **Community Planning Advisory Councils (CPAC)**: The study team presented the scope of work for the project to the interested CPACs in the unincorporated Sacramento County, which included the Cordova CPAC (CORPAC) on September 12, 2002. Attendees of the CPAC meetings were given an opportunity for input into the process.

- **Consumer Survey**: The study team developed and distributed a pedestrian and disabled access consumer survey to identify hotspot locations or physical barriers to walking.
- **Press Releases**: The study team created and distributed press releases to cover the following topics: project kick-off, consumer surveys, transportation fairs and the draft Pedestrian Master Plan.
- **Transportation Fairs**: The study team described the project's activities in hands-on settings at four separate venues throughout the unincorporated County.
- **Web Site**: Sacramento County and City of Rancho Cordova project web sites were created to disseminate information about the project.
- **Electronic Newsletters**: Electronic newsletters and announcements were distributed to the public via the project listserv.
- **Focus Group Presentations**: The City of Rancho Cordova plans to meet with the following organizations to discuss the draft Pedestrian Master Plan: the National Federation of the Blind, California Council for the Blind, McGregor Commons, California for Disability Rights and CORPAC.
- **Public Workshop and Hearing**: The City Council will hold a public workshop on the draft Pedestrian Master Plan, which will begin a 45-day comment period on the draft document. The City Council then will hold a public hearing to approve the Pedestrian Master Plan.

Existing Conditions

The existing conditions section is intended to assess the current situation in terms of walking demand and pedestrian facilities. This section describes and analyzes existing plans, programs, pedestrian demand, roadway facilities and field surveys conducted for this study. The main emphasis of the existing conditions effort was to analyze the current pedestrian infrastructure and public input about the pedestrian system within the City. Three of the Pedestrian Master Plan efforts for obtaining these data are highlighted below – the survey inventory and the consumer survey and General Plan coordination.

Survey Inventory

A comprehensive survey of existing pedestrian facilities was conducted as part of the Pedestrian Master Plan effort. The purpose of the survey was twofold. First, it provides a comprehensive understanding of where improvements are needed within the existing pedestrian system. Second, it provides a detailed survey of the existing physical environment within the pedestrian system.

As part of the Pedestrian Master Plan, the study team surveyed almost 1,156 directional roadway segments in Rancho Cordova. Directional roadway segments means that the field survey team surveyed both sides (directions) of the street for sidewalk, buffer and bike lane information. A total of 72 miles of directional roadway segments were surveyed. The survey findings at intersections are as follows:

- Percentages of corner types
  - Rolled curb: 73 percent
  - Vertical curb: 19 percent
  - Flush transition: 0 percent
  - No curb (undeveloped): 7 percent
- Corners with sidewalks: 88 percent.
- Roadway segments with sidewalks: 81 percent.
- Signalized intersections with audible pedestrian signals where pedestrian signals are present: 11 percent.

Using criteria designed to determine pedestrian level-of-service, the average ranking is level of service "C" on a scale of "A" through "F" where "F" presents the poorest level of service. The pedestrian level-of-service reflects the effect on walking suitability or "compatibility" using factors such as roadway width, presence of sidewalks and intervening buffers, trees within those buffers, traffic volumes, motor vehicle speeds and on-street parking.

Consumer Survey

The purpose of the consumer survey is to better understand walking constraints that are occurring in the City of Rancho Cordova. Table 1 shows that about ten percent of the survey respondents were from Rancho Cordova compared to the other areas of unincorporated Sacramento County. Rancho Cordova respondents were more likely to be concerned about street

crossing constraints than the other unincorporated areas and less about sidewalk constraints. Disability access constraints also were a more significant concern.

Table 1: Pedestrian Constraints Reported

	Total Respondents	Sidewalk Constraints	Street Crossing Constraints	Disability Access Constraints
Rancho Cordova	50	10	17	14
		20%	34%	28%
Unincorporated County (w/ Rancho Cordova)	494	170	155	86
		34%	31%	17%

General Plan Coordination

The City of Rancho Cordova is in the process of developing its first General Plan. The Pedestrian Master Plan and the General Plan efforts were coordinated. The Planning staff provided contact lists and announced the Pedestrian Master Plan on its General Plan listserv so as to generate an outreach list for the Pedestrian Master Plan. The study team for the Pedestrian Master Plan attended a General Plan Visioning meeting and provided the Planning staff with the pedestrian policies for coordination with the General Plan policies.

Pedestrian Policies

The intent of this section is to describe existing pedestrian policies in the City, to show pedestrian-related state and federal policies, and to recommend additional pedestrian policies. Pedestrian policies reflect the current values held by the City. The City's Pedestrian Master Plan recommended policies build on both existing and emerging local, state and federal policies. The most important policies are in the General Plan, the Caltrans non-motorized travel directive, and the United States Department of Transportation (US DOT) Policy Statement on Integrating Bicycling and Walking into Transportation Infrastructure. These policies provide evidence to the changing philosophical climate pertaining to travel in the United States. It is now widely recognized that walking has health, environmental, economic and quality of life benefits.

Pedestrian Design Guidelines

The pedestrian design guidelines was developed to guide the design of the City's transportation system to achieve a balanced network where walking is a safe, convenient and appealing mode of travel. The City will distribute this guidelines to developers and other entities involved with improving the City's streetscape. The pedestrian design guidelines covers design issues for the following street elements:

- Street design
- Sidewalks
- Intersections
- Midblock crossings
- Special intersection crossing situations
- Other innovative crossing treatments
- Pedestrian signals and signs
- Pedestrian facility maintenance

Implementation Plan

The purpose of the implementation plan is to identify projects that improve pedestrian safety and access. This section highlights the project selection process, and lists the highest-ranking projects in the Pedestrian Capital Improvement Program (CIP). The highest-ranking projects are incorporated into the Pedestrian CIP, which accounts for the first five years of the program. The remaining projects are included in Appendix B.

Prioritization criteria were used to rank sidewalk and asphalt walkway projects. The prioritization criteria are as follows:

1. Walking conditions;
2. Accessibility;
3. Adjacent land uses;
4. Public input;
5. Cost effectiveness; and
6. Pedestrian collisions.

The study team identified a series of projects intended to improve pedestrian circulation and safety. The recommended projects are grouped into the following categories:

- Sidewalk or Asphalt Walkway Projects;
- Safe Routes to School Projects;

- Safe Routes to Transit Projects;
- Midblock Crossing Projects;
- Pedestrian Countdown Signal Installation Projects;
- Signal Timing Improvement Projects;
- Lighting Improvement Projects;
- Trail Improvement Projects;
- Walkway Projects; and
- Pedestrian District Projects.

Funds available for pedestrian projects are estimated to be $100,000 per year. Nevertheless, the cost estimates of the CIP projects are over this $100,000 annual budget (Table 2). Additional funds may be acquired through project grants from various funding programs such as Safe Routes to School. Furthermore, some CIP projects may turn out not to be feasible or may end up as long-term projects.

Table 2: Project Cost Summary

Projects	Cost
Sidewalks/Walkways (CIP)	$1,033,510
Sidewalks/Walkways (Long term)	$7,680,703
School Sidewalks/Walkways	$205,000
Transit Sidewalks/Walkways	$632,377
Midblock Crossings	$447,600
Pedestrian Signal Countdowns	$92,160
Signal Timings	$2,000
Lighting	$45,000
Trails	Long Term
Walkways	$90,000
Pedestrian Districts	$116,000
CIP Total	$2,663,647
Remaining Projects Total	$7,680,703
All Project Total	$10,344,350

Introduction

Walking is the most basic form of transportation. Most travelers walk during some portion of their journey whether it is from their home to the bus stop or between work and home. Pedestrians have the same basic needs as all other travelers: direct, continuous and safe routes to/from their destinations. Nevertheless, pedestrians do have needs that are unique such as shorter travel distances and personal security/safety. A challenge of the Pedestrian Master Plan is to satisfy these unique pedestrian needs while still accommodating the other road users such as motorists, bicyclists and transit riders.

Pedestrians have differing preferences. Some individuals prefer to walk in solitude along separated paths while others feel more comfortable walking along crowded streets. Some pedestrians such as children, individuals with disabilities and elderly persons are more vulnerable than others due to their slower speeds, less predictable behavior or smaller sizes. Other pedestrians can cross a street in half the time that it may take a senior or a person with a disability.

Thus, the Pedestrian Master Plan must satisfy as many needs as possible within the limits of available funding and the physical space available for improvements and upgrades. It is a difficult balancing act that involves safety and travel flow considerations for all modes of transportation.

Project Purpose

The City of Rancho Cordova has prepared an Americans with Disabilities Act (ADA) Transition Plan and a Pedestrian Master Plan (PMP) for the public right-of-way within the City of Rancho Cordova. The Pedestrian Master Plan addresses the pedestrian policies and improvements needed within the public right-of-way. The ADA Transition Plan addresses improvement needs relating to disability access within the public right-of-way. The ADA Transition Plan is a legally required document while the Pedestrian Master Plan is not. Both plans require the gathering of extensive data on existing City facilities and a public outreach effort.

The plans were undertaken on a parallel schedule, but have separate adoption processes and separate community advisory committees. This PMP and ADA Transition Plan effort was

initiated as part of the Sacramento County's PMP and ADA Transition Plan study. Rancho Cordova was included in the initial part of the Sacramento County study since incorporation did not formally take effect until July 2003. The data already were collected and analyzed at this time. The City of Rancho Cordova prepared the Pedestrian Master Plan using the County's Existing Conditions PMP report and other materials such as the City's General Plan information.

Pedestrian Master Plan Purpose

The purpose of the Pedestrian Master Plan is to improve pedestrian safety and connectivity. The Pedestrian Master Plan addresses only pedestrian issues within the public right-of-way, and does not deal with issues concerning land use, private development or public lands, such as parks. The overall goal is to provide an enhanced pedestrian environment to encourage walking. The plan consists of recommended capital improvements and policies. The improvement recommendations build upon the inventory fieldwork, public input, collision data, ADA standards and codes, Pedestrian Design Guidelines and other sources.

As part of the Pedestrian Master Plan, the Pedestrian Design Guidelines addresses design standards for the public right-of-way to improve the City's pedestrian facilities. These new standards will enhance the accessibility for all pedestrians including individuals with disabilities, and will address safety, connectivity, ease of use, aesthetics and cost effectiveness. The main objective of the Pedestrian Design Guidelines is to adequately address the differing needs of the various users within the City of Rancho Cordova. The design guidelines was developed with the assistance of the technical and community advisory groups and with input from the general public.

The Pedestrian Master Plan and the Pedestrian Design Guidelines are being developed along with the ADA Transition Plan. The ADA Transition Plan identifies and prioritizes disability access projects, establishes disabled access codes and standards, estimates project costs, highlights an implementation schedule and funding strategy, and develops grievance and monitoring programs. The ADA Act of 1990 and subsequent interpretations by the Department of Justice require municipalities to prepare an ADA Transition Plan, which details how they will make their streets and roads accessible to individuals with disabilities. In addition, the plan addresses California Title 24 requirements and existing Sacramento County Board of Supervisors policies. All

pedestrian projects that are proposed in the Pedestrian Master Plan must meet the current federal, state and local disability access codes and standards.

Community Outreach

Introduction

The study team set up the ADA Transition Plan and Pedestrian Master Plan project to encourage and facilitate the maximum degree of public participation. Rancho Cordova residents had the opportunity to participate in the following outreach activities:

- Advisory Groups
- Outreach to Persons who are Visually Impaired
- Web Site
- Electronic Newsletter and List Serv
- Press Releases
- Transportation Fairs
- Community Planning Advisory Councils (described in the Existing Conditions section under Pedestrian Master Plan surveys)
- Consumer Survey (described in the Existing Conditions section under Pedestrian Master Plan surveys)
- Dan Burden Presentations
- Focus Group Presentations
- Public Information Workshop and Hearing

Advisory Groups

As part of the Pedestrian Master Plan public participation process, advisory groups were formed to allow for additional input from key stakeholders, planning professionals, policy makers and the general public. The advisory groups acted as a sounding board for the study team. Members reviewed and provided feedback on project documents and submittals. In addition, the advisory groups worked toward achieving consensus on project issues.

The following advisory groups were established:

- Pedestrian Community Advisory Group (CAG) for the Pedestrian Master Plan;
- Technical Advisory Committee (TAC) for the ADA Transition Plan and the Pedestrian Master Plan.

The Pedestrian CAG and TAC members included representatives from the following organizations:

Community Advisory Group (CAG)

- Agency For Hearing
- Building Industry Association
- Californians for Disability Rights
- Environmental Council of Sacramento
- Fair Oaks Veteran's Affairs
- Folsom Cordova Unified School District
- Greater Sacramento Safe Kids Coalition
- Highway 50 Corridor Transportation Management Association (TMA)
- HLA Group
- Rancho Cordova Chamber of Commerce
- Sacramento County, Chief Disability Compliance Office
- Sacramento Metropolitan Air Quality Management District
- Sacramento Transportation Equity Network
- Sacramento Tree Foundation
- Surface Transportation Policy Project
- University of California at Davis Medical Center
- WalkSacramento

Technical Advisory Committee (TAC)

- Caltrans
- City of Sacramento Public Works Department
- Paratransit, Inc.
- Sacramento Area Council of Governments
- Sacramento County – Chief of the Disability Compliance Office
- Sacramento County – Construction Management
- Sacramento County – Department of Environmental Review and Assessment
- Sacramento County – Department of Parks and Recreation
- Sacramento County – Department of Water Resources

- Sacramento County – General Services
- Sacramento County – Planning Department
- Sacramento County – Sacramento Department of Transportation (SacDOT)
- Sacramento County - Sheriff's Department
- Sacramento Metropolitan Air Quality Management District
- Sacramento Municipal Utility District
- Sacramento Regional Transit District
- WalkSacramento

The study team met with the advisory committees for the project kick-off, the Dan Burden presentation, the draft Pedestrian Design Guidelines and the Existing Conditions report. The first meeting for each group was in April 2002. The CAG and the TAC met concurrently at different stages to allow the joint groups to discuss key project components.

Outreach to Persons who are Visually Impaired

The City of Rancho Cordova made the draft Pedestrian Master Plan available to persons who are visually impaired via large print text document, audio, text for audio conversion and Braille. The final Pedestrian Master Plan also will be made available in these alternative formats. The Sidewalk and Intersection Database is available for review by appointment at the ADA Program Access Coordinator's office at 3121 Gold Canal Drive, Rancho Cordova, CA.

California Access News' Local Content Section has a free telephone reader service for individuals who are blind or with visual impairments that includes information on the Pedestrian Master Plan. To access it, dial (916) 732-4000 and then 1 from the main menu. Interested parties may sign up as a subscriber by calling (916) 732-4010. The service was initiated for Sacramento County's ADA Transition Plan process in August 2002, and received a total of 48 hits to the three project-related sites between August and December 2002. All information was updated on a regular basis to include upcoming events, meetings and documents.

Web Site

The study team used the Sacramento County Department of Transportation web site as an additional means of disseminating information on the Pedestrian Master Plan as well as the ADA Transition Plan. The City of Rancho Cordova

also has project-related information on their web site at: http://www.cityofranchocordova.org/

The web sites have information on the project's purpose, schedule and timeline, pedestrian/ADA consumer survey, archived newsletters and related articles, approved and revised documents and discussion papers, public involvement opportunities and contact information. In addition, the draft and final ADA Transition Plan and Pedestrian Master Plan will be posted on the City's web site for approximately 12 months after final approval and adoption.

Electronic Newsletter and Listserv

The study team used the e-mail list-servs and electronic newsletters to keep interested parties apprised of the project's progress. The study team found e-newsletters to be a cost-effective way of communicating to a broad audience. The e-newsletters also afforded the study team a convenient method of communicating project updates or upcoming public involvement opportunities on a frequent, real-time basis.

Newsletters also were made available in hard copy, large print, CD, floppy disk or electronic mail. The study team relied on the ADA and pedestrian-oriented organizations and other advocacy groups in the Sacramento area to distribute project information through their existing web sites and e-mail list-serves.

Dan Burden Presentations

Dan Burden, a National Pedestrian Expert from Walkable Communities, Inc., toured and spoke in Sacramento County on Wednesday, November 6, 2002 and Thursday, November 7, 2002. The main purpose of Dan Burden's presentations was to educate a broad group of staff, elected officials and community members about walking concepts and issues to help encourage more pedestrian-friendly policies, programs and projects. Dan's presentations helped stimulate discussion in preparation for the design guidelines task of the pedestrian planning effort. The feedback was used to prepare a more tailored preliminary draft design guidelines document. Dan made presentations to the Board of Supervisor and the CAG/TAC members and participated in a site tour and a public workshop. The bus tour looked at a mix of pedestrian areas in the County.

Transportation Fairs

A series of transportation fairs were conducted for public input in the early stages of both the ADA Transition Plan and the Pedestrian Master Plan. The transportation fairs, which occurred in June 2003, covered both the ADA Transition Plan and Pedestrian Master Plan issues at the same venue to allow everyone to understand the Plans' development process, see the results of the inventory and evaluation of existing walking and accessibility conditions, provide input on the draft pedestrian design guidelines, and respond with comments and identification of neighborhood concerns. The integration of both disabled access and general pedestrian topics in the same fair enabled the general public to become better educated on disability access issues. The transportation fairs were in four strategic locations throughout the County: Rio Linda, Orangevale, Florin and Arden. Each transportation fair had five sequential topic stations placed around a medium to large-sized room that interested parties visited at their convenience.

Focus Group Presentations

The City of Rancho Cordova plans to meet with the following organizations to discuss the draft Pedestrian Master Plan: the National Federation of the Blind, California Council for the Blind, McGregor Commons, California for Disability Rights and CORPAC.

Public Information Workshop and Hearing

The City of Rancho Cordova will hold a public workshop on the draft ADA Transition Plan and the draft Pedestrian Master Plan. The format will include an initial brief overview presentation and a general large group question and answer period with the majority of the time planned for participants to circulate among the staffed topic stations. After a 45-day public comment period, the City Council will hold a public hearing on the Pedestrian Master Plan and ADA Transition Plan.

Existing Conditions

The existing conditions section is intended to assess walking demand and pedestrian facilities. This section describes and analyzes existing plans, programs, funding sources, pedestrian demand, roadway facilities and field surveys conducted for this study. The main emphasis of the existing conditions effort is to analyze the current pedestrian infrastructure and public input about the pedestrian system within the City of Rancho Cordova.

Study Area

Post-World War II developments, such as most of Rancho Cordova, reflect the increased segregation of land uses, and are designed to accommodate the private automobile as the primary means of transportation. These neighborhoods have limited pedestrian connections. Sidewalks may not be present, or may only exist on one side of the street.

Demographics

According to the 2000 US Census, the City of Rancho Cordova has a population of 53,718 and almost 20,000 households. The average household size is 2.73. The land uses are rather spread out. For comparison purposes, the persons per square mile are as follows:

- City of Rancho Cordova: 1,676
- City/County of San Francisco: 16,000
- Los Angeles County: 2,400
- Arden Arcade: 4,725

Related Plans, Projects and Programs

The plans, projects and programs that are related to pedestrian improvement projects are described in this section. The main objective of this section is to help explain the myriad of pedestrian-related activities that already are occurring at the

City. The City will use this information to select and prioritize pedestrian improvement projects and programs.

The City is developing or has developed several plans that directly impact pedestrian circulation in the unincorporated area such as the corridor, streetscape and intersection improvement projects and the General Plan.

Corridor Improvement Projects

Corridor improvement projects are shown in Table 3, and are taken from the City's *Five Year Transportation Improvement Plan 2004-2009*. Most of these projects involve adding capacity to travel lanes, and all involve pedestrian improvements. The designs must follow the current federal, state and local disability access standards, and should strive to meet the pedestrian design guidelines. The elements of each proposed corridor project vary depending on the needs of each area.

Streetscape Improvement Projects

Table 4 illustrates the corridor projects that are categorized as enhancements or streetscape projects. These projects focus on landscaping and tree planting. Nevertheless, other elements do exist such as bike lanes, street lighting, sidewalks and transit access.

Intersection Improvement Projects

The intersection projects mainly involve added capacity, pedestrian improvements and traffic signals (Table 5). At locations where curbs, gutters and sidewalks exist, pedestrian improvements are installed such as curb ramps, accessible pedestrian signals and larger push buttons.

Table 3: Corridor Improvement Projects (2004-2009)

Street Name	Endpoints	Completion Year[1]	Road Type	Ped Type	Funding	Est. Cost	Comments
Air Park Drive	Mather Blvd. to International Drive	2005	New	Sidewalk	Zin, Mather	$830,000	2-lane road
Chrysanthy Blvd.	Sunrise Blvd. to Jaeger Rd	2004	New	Sidewalk	SunRidge	$1,756,000	2-lane road
Douglas Road	Americanos Blvd. to Grant Line Road	2008	Widen	Sidewalk	SunRidge	$3,228,000	4-lane road
Douglas Road	Sunrise Blvd. to Americanos Blvd.	2004	Widen	Sidewalk	SunRidge	$10,516,000	4-lane road
Douglas Road	Sunrise Blvd. to Zinfandel Dr	2006	Widen	Sidewalk	SunRidge, Mather	$8,318,000	6-lane road
International Dr	Kilgore Rd to Sunrise Blvd.	2009	New	Sidewalk	Zinfandel, Mather	$4,787,000	4-lane road
Jaeger Road	Chrysanthy Blvd. to Kiefer Blvd.	2008	New	Sidewalk	SunRidge	$3,376,000	2-lane road
Jaeger Road	Douglas Road to Chrysanthy Blvd.	2004	New	Sidewalk	SunRidge	$921,000	2-lane road
Kiefer Blvd.	Sunrise Blvd. to Jaeger Road	2008	New	Sidewalk	SunRidge	$3,014,000	2-lane road
Mather Blvd.	Mather Field Plaza to Zinfandel Drive	2006	New	Sidewalk	Zinfandel, Mather	$2,554,000	2-lane road
State Route 16 (Jackson Hwy)	Grant Line Road to Sunrise Blvd.	2008	Widen	Sidewalk	SunRidge, Dev Fee	$4,838,000	4-lane road
Sunrise Blvd.	Douglas Road to Kiefer Blvd.	2006	Widen	Sidewalk	SunRidge, Mather, Dev Fee	$10,473,000	4-lane road
Sunrise Blvd.	Kiefer Blvd. to SR 16	2007	Widen	Sidewalk	SunRidge, Dev Fee	$4,489,000	4-lane road
Sunrise Reliever	Douglas Rd to U.S. 50	2012	New	Sidewalk	SunRidge	$27,403,000	4-lane road
Sunrise Blvd.	White Rock Rd to Douglas Rd	2004	Widen	Sidewalk	SunRidge	$3,933,000	6-lane road
Zinfandel Drive	International Dr to Douglas Rd	2006	Widen	Sidewalk	Zinfandel, Mather	$9,000,000	4-lane road

[1] The schedules that are noted in the TIP are only estimates.

Table 4: Enhancement and Streetscape Projects (2004-2009)

Street Name	Endpoints	Expected Completion Year[1]	Ped Type	Trees	Funding	Est. Cost	Comments
Coloma Road	Sunrise Blvd to west of Truckee Road	2004	Sidewalk	X	Measure A	$1,011,000	North side of Coloma Rd.
Folsom Blvd.	Rod Beaudry Drive to Sunrise Blvd.						
Mather Field Road	Folsom Blvd. to Peter McCuen Blvd.	2006	Separated sidewalks	X	TEA, Measure A, STIP	$3,346,000	Medians, street lights, southside bikeway, streetscape
Mather Field Road	U.S. 50 Interchange Landscaping	2005	Sidewalk	X	STIP	$1,200,000	Lighting, streetscape, irrigation
Sunrise Blvd. Landscaping	Gold Country Blvd. to Zinfandel Drive	2005	Sidewalk	X	RSTP, Measure A	$1,128,000	Median, west side perhaps

[1] The schedules that are noted in the TIP are only estimates.

Table 5: Intersection Improvement Projects (2004-2009)

Street Name 1	Street Name 2	Expected Completion Year[1]	Ped Type	Traffic Signal	Funding	Est. Cost	Comments
Data Drive	Zinfandel Drive	2006	Curb ramps	X	Measure A	$350,000	
International Drive	Prospect Park Drive	2005	Curb ramps	X	Zinfandel	$329,000	
State Route 16 (Jackson Highway)	Bradshaw Road Intersection	2006	Curb ramps		SunRidge	$1,352,000	Widen pavement

[1] The schedules that are noted in the TIP are only estimates.

Planning Department's Efforts

The General Plan is the broad policy document that affects the entire City. The specific plans affect only the respectable subareas.

General Plan

The City's Planning Department is developing the General Plan, which is expected to be completed in mid- to late- 2005. The General Plan is a broad policy document that guides the development process and acts as an advisory tool. The General Plan process began in May 2004. The effort has included visioning meetings where community members provide input on their goals and objectives for the future of Rancho Cordova. Public involvement is continuing in the fall of 2004 with monthly General Plan Advisory Committee (GPAC), which are open to the public.

The Pedestrian Master Plan and the General Plan efforts were coordinated. The Planning staff provided contact lists and announced the Pedestrian Master Plan on its General Plan listserv so as to generate an outreach list for the Pedestrian Master Plan. The study team for the Pedestrian Master Plan attended a General Plan Visioning meeting and provided the Planning staff with the pedestrian policies for coordination with the General Plan policies. The following requests from the Visioning workshops pertain to walking:

- Trail that connects Citrus to canal trail with mini parks;
- Greenbelts
- Regional and local parks designed for walkability
- Landscaping ordinance
- Drought-resistant plants and trees
- School safety zones
- Downtown with pedestrian activity

Specific Plans

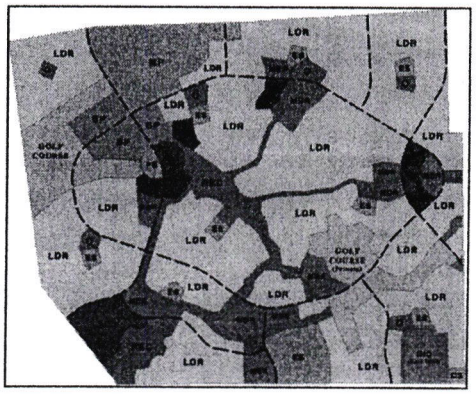
The Planning Department develops specific plans for new growth areas. Specific plans are similar to a zoning ordinance, and are combined with unique conditions and financing in one comprehensive package. These plans meet the City's minimum standards, and typically go beyond them. Table 6 highlights the specific plans that are applicable for the City.

Table 6: Specific Plans in Rancho Cordova

Specific Plan	Description
Mather	Guides the transition of Mather Air Force base from military to civilian uses. Identifies the specific land uses, circulation patterns and infrastructure improvements needed. (Adopted)
Sunrise Douglas / Sunridge Specific Plan	2,632 acres and about 43 percent of the Sunrise Douglas Community Plan is being processed with this plan. Located east of Sunrise Blvd and the Mather area and south of Douglas Blvd.
Sunrise Douglas 2	1,260 acres and bounded by the Sunridge Specific Plan, Sunrise Blvd, Grant Line Rd and Kiefer Rd. Represents the second specific plan for the Sunrise Douglas Community Plan area.

Special Projects

Special projects are similar to specific area plans in that both of them are comprehensive plans for subareas. Special projects are initiated to process private development applications that are unique or controversial. Pedestrian facilities must meet the City's minimum standards yet may go beyond them. The following special project has been developed:



Rio Del Oro Project

Rio del Oro (Aerojet) project: 3,860 acres and is bounded by White Rock Road, Sunrise Blvd, Douglas Road and Sunrise Douglas Specific Plan area.

Related Education/Marketing Programs

Many educational programs and some marketing efforts exist that address pedestrian-related issues. These programs are either sponsored by the City or by another Sacramento area organization such as the Sacramento Safe Communities, California Bicycle Coalition or WalkSacramento.

The Pedestrian Summit Strategic Plan, which was sponsored by Sacramento Safe Communities, mentions the need for the following local educational programs:

- Instruct the transportation and planning staff as well as elected officials on pedestrian issues and pedestrian facility design.
- Expand training to include the general public including developers and the business community.

- Develop a media campaign on pedestrian safety issues and an alternative modes awareness campaign.

School Crossing Guard Program – City Program

The City has budgeted to have adult school crossing guards at locations near schools where there is a need for supervision to avoid potential pedestrian/motor vehicle collisions. Uncontrolled, stop sign controlled and traffic signal controlled street crossings are all eligible. The City is in the process of developing the program and the process for selecting which schools will have the adult school crossing guards.

Neighborhood Traffic Management Program

The City is funding a traffic-calming project called the Neighborhood Traffic Management Program. This program is a City-County joint effort, and is developing traffic calming measures that could be used to slow speeds on minor neighborhood streets. It also includes the development of a traffic calming guidebook or a toolbox with applicable traffic calming measures for the different types of roadways. Extensive community outreach was used to develop both the program and the guidebook. The guidebook also will identify a process for neighborhoods to implement traffic management practices. The City is testing the process in an outreach effort called the Neighborhood Traffic Management Pilot Plan. The neighborhood where the test case is taking place is bounded by Coloma Road, Sunrise Blvd. and Folsom Blvd.

Safe Routes to School Program

The California Bicycle Coalition (CBC) received a Safe Routes to School program grant for the following schools in the Sacramento area:

- Abraham Lincoln Elementary School in Rancho Cordova-McClellan;
- AM Winn Elementary in Rancho Cordova;

Safe Routes to School Sacramento works with schools, parents, the City staff, business owners and school children to identify bicycling and walking safety issues, barriers and solutions. The solutions follow the four "Es" approach to planning: education, engineering, enforcement and encouragement. The program seeks to increase bicycling and walking, and to educate children and their parents about healthy transportation choices.

Pedestrian Law Enforcement Programs

Education, marketing and law enforcement programs help make the general public aware of pedestrian issues. The City Police Department has a variety of enforcement and educational programs related to pedestrians. The Department issues tips on Back to School Child Safety. The Community Oriented Policing Strategy (COPS) Division has an officer who is affiliated with each local school. This officer makes presentations on pedestrian and bicyclist safety as part of his/her duties to ensure a good quality of life, and enforces traffic rules at the affiliated schools.

Pedestrian Summit Strategic Plan

The Pedestrian Summit Strategic Plan, sponsored by WalkSacramento, mentions the need for the following local law enforcement programs:

- Enforce speed limits;
- Enforce crosswalk rules;
- Enforce restrictions on sidewalk obstructions;
- Develop policies to implement AB 2767, which changed the California Vehicle Code by allowing pedestrian and bicyclist safety to be considered as factors in engineering and traffic surveys that set speed limits;
- Inform pedestrians of their rights; and
- Expand enforcement capabilities.

Pedestrian Demand

This section discusses the major generators or activity centers of pedestrian demand, pedestrian demographics, travel behaviors and pedestrian-involved motor vehicle collisions. By analyzing pedestrian travel patterns, the City was able to gain insights into how and where to encourage more walking.

Activity Centers

The largest reductions in transportation energy consumption are realized with high urban densities, a diversity of land uses and transit-oriented designs. These land uses make it easier to walk so more individuals become pedestrians when given these options. An explanation of each crucial land use factor is explained below.

Urban Densities

The density of activities plays an important role in determining how and where we choose to travel. As land use densities increase, per capita automobile usage and trip lengths tend to decrease. For example, New York City has a density of 8.1 persons per acre and a gasoline usage rate of 335 gallons per capita. Phoenix has a density of 3.2 persons per acre and a gasoline usage rate of 532 gallons per capita.

Mixed Use (Diversity)

People are more likely to walk, ride a bicycle, or take transit when they live in mixed-use neighborhoods. The more diversity of shops and services available in a neighborhood, the less need there will be for patrons to drive out of their neighborhood to access what they need.

A UC Berkeley professor, Robert Cervero (1996) found that mixed land uses play an important role in affecting travel behavior. Using the 1985 American Housing Survey, he found that having grocery and other consumer services within 300 feet of a residence significantly increases the likelihood that a person will walk, ride a bicycle, or ride transit. Nevertheless, beyond 300 feet, mixed-use land uses tend to increase automobile travel.

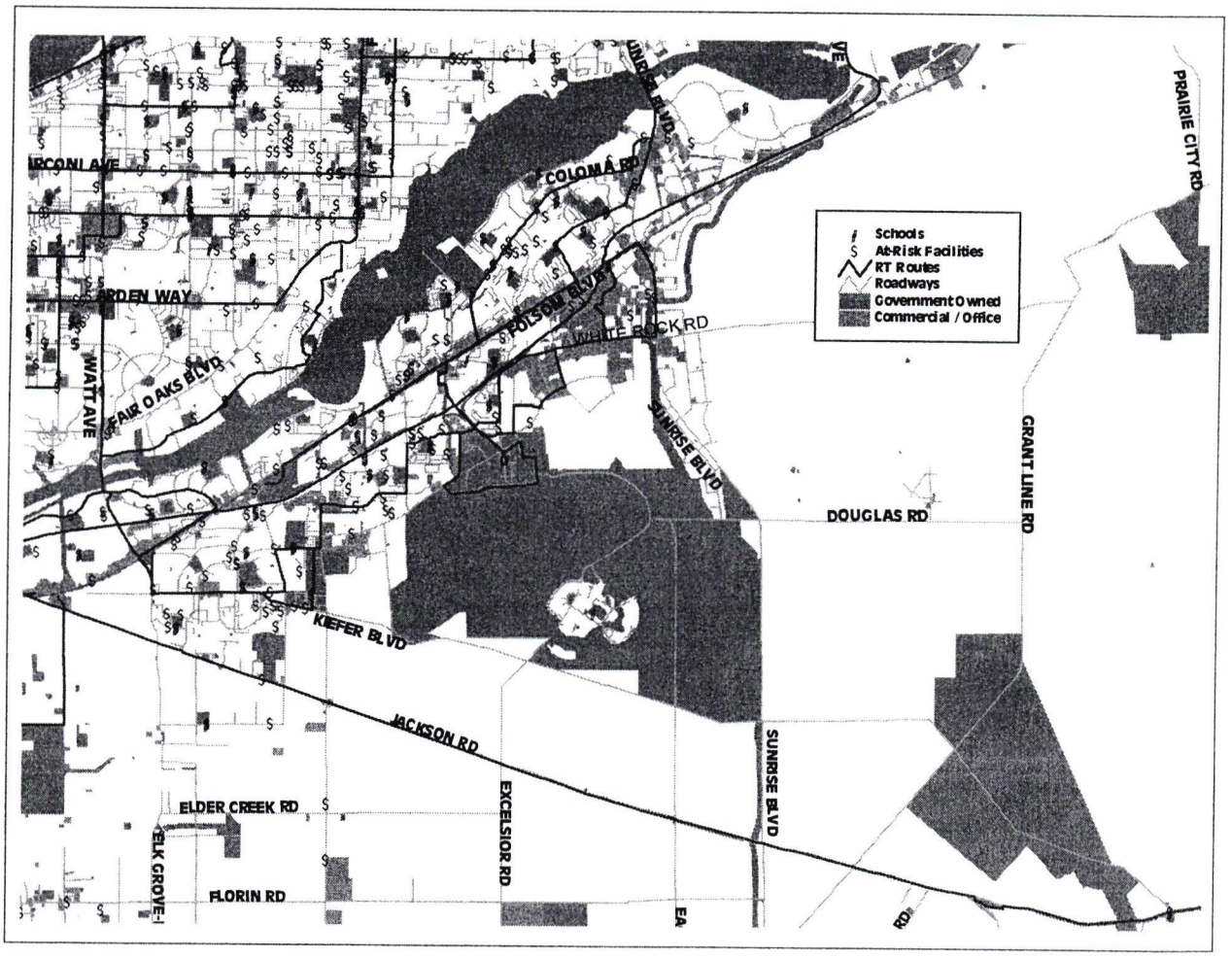
The presence of neighborhood retail was more important than residential densities (although both play a significant role) in determining the likelihood that a person will choose walking or biking.

Urban Design

Urban design also influences travel choices. Design refers to treatments like placing parking lots in the rear of stores, designing street networks in a gridiron pattern, and providing shade trees and sidewalks for pedestrians. Cervero and Gorham (1995) found that in the Bay Area cases, transit-oriented neighborhoods generated about 120 percent more pedestrian and bicycle trips than automobile-oriented neighborhoods.

In the City of Rancho Cordova, the "3 Ds" – Density, Diversity and Design – converge mainly along the arterials where commercial and office areas and transit routes exist. Figure 1 illustrates the locations of these types of activity centers. The figure highlights "at risk facilities," which include those facilities that serve the elderly, disabled or low income individuals. Schools include public and private elementary schools, junior high schools and high schools.

Figure 1: Activity Centers in Rancho Cordova



Mode Choice

All travel is categorized by modal choice. Mode choice refers to the various modes of travel such as the automobile, public transit, taxi, bicycle and walking. According to the Sacramento Area Council of Governments, 5.9 percent of all daily trips and 6.9 percent of all peak period travel in the Sacramento region occurs by bicycle and walking (Table 7).

Table 7: Mode Shares in the Sacramento Region

Mode	Daily Mode Shares (Average 24-Hour Weekday)	Peak Period Mode Shares (Average Weekday Peak Periods)
Carpool	43.2%	45.7%
Transit	0.8%	1.0%
Bike/Pedestrian	5.9%	6.9%
Single-occupancy Vehicle	50.1%	46.4%

Source: Sacramento Area Council of Governments, Metropolitan Transportation Plan for 2025, Key Performance Indicators, Conditions in 2000.

The 1995 Nationwide Personal Transportation Survey (NPTS) confirmed that income is a primary determinant of mode choice. Households with annual incomes of $15,000 or less have a higher mode choice of walking (12.8 percent of all trips) as compared to households with annual incomes of $80,000 or more, which reflect a walking mode choice of 5.0 percent. Low-income households tend to make shorter trips (five miles per day) as compared to higher-income households with an average trip length of seven miles per day. Low-income households also make fewer trips at 3.4 trips per day per person compared to high-income households at 4.6 trips per day per person.

It has been found that travel behavior changes with age. Children between the ages of 5 and 15 years old walk far more than people in other age groups. Most individuals decrease the amount of walking they do until they reach retirement age, when walking becomes more popular. Table 8 shows that the percent of walking trips totals 11.4 percent for children between 5 and 15 years old. This percent gradually declines as age increases until the retirement age of 65 years old or older when walking increases to 5.8 percent.

Table 8: Age Impacts on Modal Choice (Percent of Urban Trips)

Mode of Travel	5-15	16-24	25-39	40-64	65+	All
Total auto	73.0%	87.3%	90.9%	92.6%	90.9%	88.3%
HOV[a]	72.3%	45.9%	42.4%	37.4%	39.9%	45.5%
SOV[b]	0.5%	41.3%	48.5%	55.1%	50.8%	42.8%
Total transit	1.8%	3.1%	2.3%	2.0%	2.2%	2.2%
Bus and light rail[c]	1.5%	2.1%	1.4%	1.3%	1.9%	1.5%
Metro, subway, heavy rail[d]	0.2%	0.7%	0.7%	0.5%	0.2%	0.5%
Commuter rail[e]	0.1%	0.3%	0.3%	0.2%	0.1%	0.2%
School bus	10.1%	1.1%	0.1%	0.1%	0.1%	1.7%
Taxicab	0.1%	0.2%	0.3%	0.2%	0.2%	0.2%
Bicycle	3.3%	1.0%	0.5%	0.3%	0.2%	0.9%
Walk	11.4%	6.7%	5.2%	4.2%	5.8%	6.1%
Other[f]	0.2%	0.5%	0.6%	0.7%	0.6%	0.6%
All	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

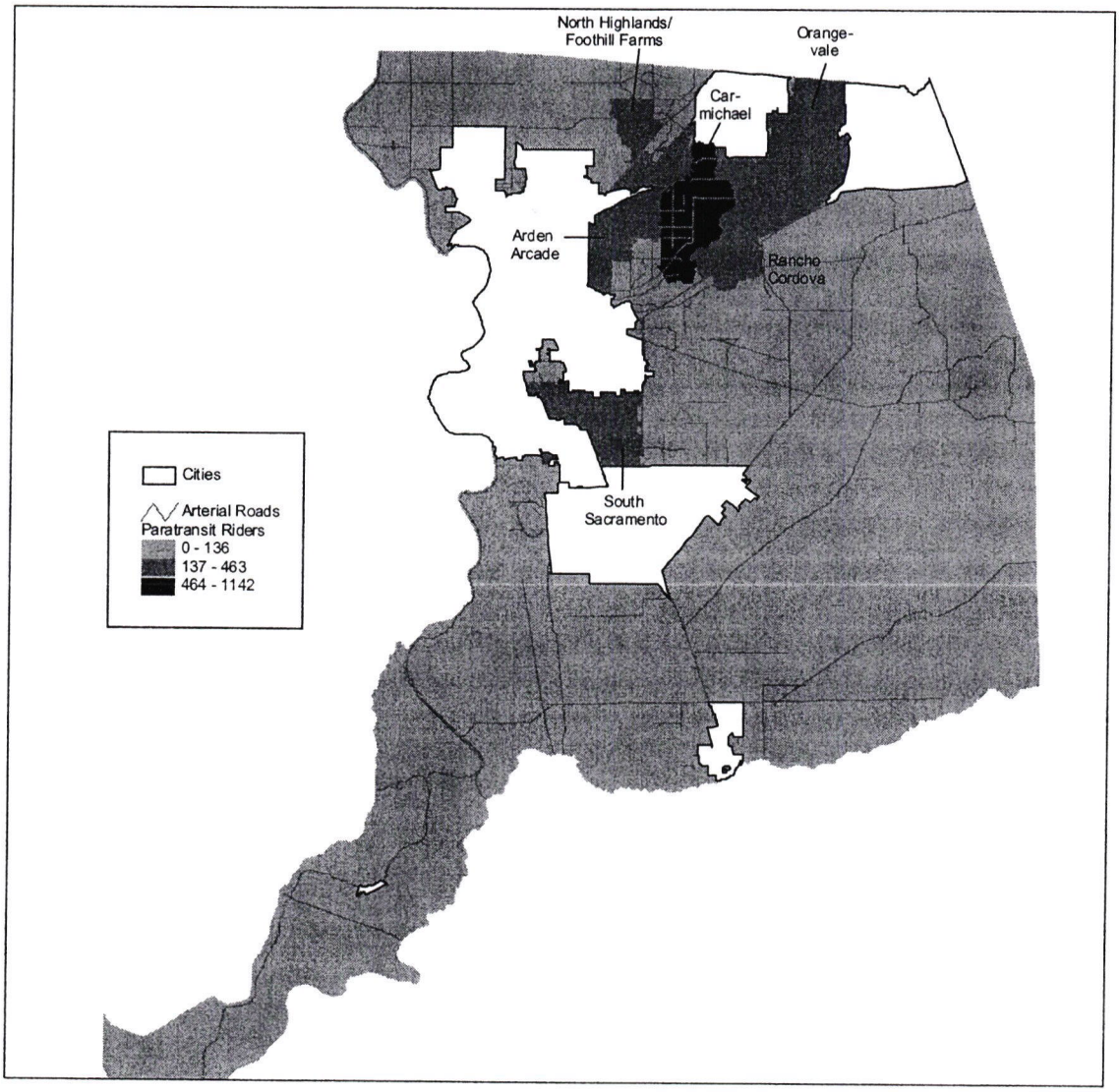
Source: Nationwide Personal Transportation Survey (NPTS), 1995.

a. HOV includes vehicles with two or more occupants.
b. SOV includes vehicles with driver and no passengers.
c. Light rail also includes conventional streetcars.
d. Metro/subway/heavy rail includes elevated rail and rail rapid transit.
e. Commuter rail includes suburban/regional rail systems and short distance service provided by Amtrak.
f. Other includes motorcycles, ferries, airplanes, helicopters, boats, horses and funiculars/incline planes.

Paratransit Usage

Paratransit refers to special transit services generally for seniors and individuals with physical disabilities. Paratransit, Inc. operates the Paratransit service within the County. The agency offers a door-to-door and shared ride service for individuals who are unable to use Regional Transit buses and the light rail system in the greater Sacramento area. Data provided by Paratransit were analyzed to ensure that the Pedestrian Master Plan adequately addresses the needs of the paratransit clients. An evaluation of their residential locations found that the almost 5,000 users in their system are dispersed throughout unincorporated Sacramento County. There are some areas of higher than average usage, which include Carmichael, Fair Oaks, North Highlands / Foothill Farms, Arden Arcade, South Sacramento and the developed portions of Rancho Cordova (Figure 2).

Figure 2: Paratransit Riders by Zip Code



Source: Paratransit, Inc., 2002.

Pedestrian Counts

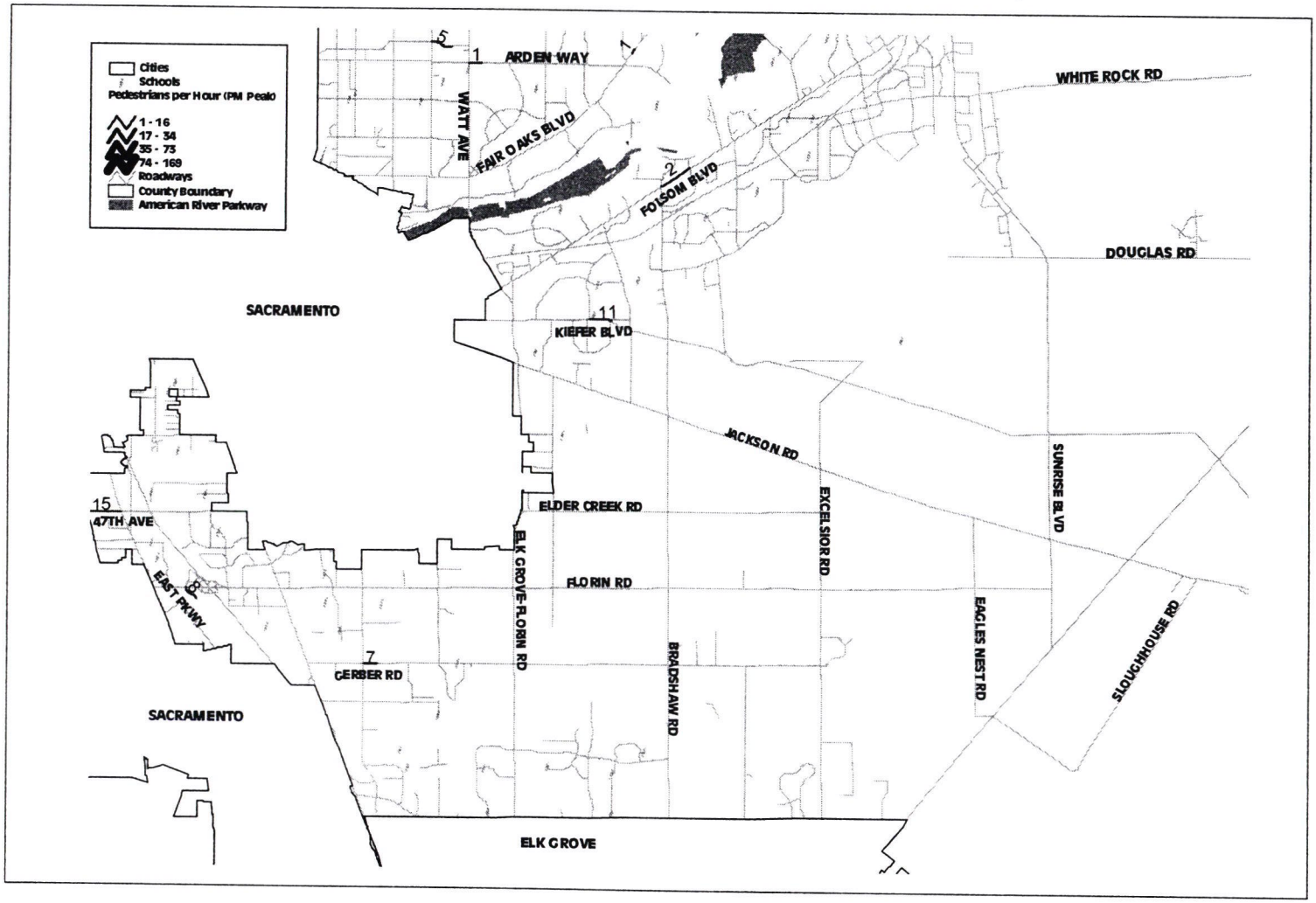
Pedestrian counts can provide public agencies with a broader understanding of travel patterns. The need for pedestrian counts is especially useful where walking is heaviest and where conflicts with cars and trucks are frequent. Pedestrian counts can be used during the design of the project to determine how to best accommodate the volume of pedestrians.

Sacramento County conducts pedestrian counts as part of their Pedestrian Walkway Study program. These data were collected to help prioritize future pedestrian projects. Since the count locations were selected mainly after an inquiry had been

made, the existing counts do not represent a random sample or may not represent the highest pedestrian demand locations within the unincorporated areas.

The counts were taken for a one-hour period in the afternoon between 2 p.m. and 5:30 p.m. The exact time when the counts were taken depended on the pedestrian demands of the adjacent land uses. For example, an intersection adjacent to an elementary school was counted earlier in the afternoon compared to an intersection near a high school or office/commercial development. Given that most of the counts were taken during the spring and fall, when the weather is dry, in the peak afternoon periods and Monday through Thursday, the data represent seasonally high values. Figure 3 illustrates the Rancho Cordova pedestrian count data taken by the County before the City incorporated.

Figure 3: Peak PM Pedestrian Counts – South County



Pedestrian-Involved Motor Vehicle Collision Data

Safety concerns may prevent some travelers from walking more frequently. Pedestrians have collisions mainly with motor vehicles; however, conflicts between other non-motorized travelers also occur. This section analyzes pedestrian-involved motor vehicle collisions. These collision data help identify specific areas where updates to existing policies and planning efforts can be made to improve pedestrian safety.

The collision data originates from the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS) database, which is a compilation of collisions reported and collected by local police departments and other law enforcement agencies. Since parties involved in minor collisions are unlikely to report them to law enforcement, this database is a subset of collisions involving pedestrians. This subset of data most likely represents the more severe collisions compared to the ones that are not reported.

Lighting

The below intersections are listed in the SWITRS data from 1996 to 2001 as having a severe or fatal collision that occurred in the dark without streetlights. These intersections could be inspected along with the intersections with non-severe collisions that do not have streetlights according to the SWITRS data and law enforcement reports. The severe or fatal intersections with "no street lights" in Rancho Cordova are as follows:

- Averell Court at Rossmoor Drive
- Douglas Road at Grant Line Road
- Folsom Blvd. at Horn Road
- Folsom Blvd. at Tiffany West Way

High Collision Intersections and Corridors

The SWITRS data identify corridors (Table 9) and intersections (Table 10) with a high number of collisions, fatalities and casualties involving pedestrians in Rancho Cordova from 1996 to 2001. The collision column shows the number of collisions that occurred at each corridor or intersection. These data shown in the below tables along with the more detailed data were used to help prioritize pedestrian improvement projects.

The streets shown below are mainly arterials that bisect the City and carry high volumes of motorists traveling at or above 35 miles per hour. Folsom Blvd. has the highest number of fatalities, collisions, non-severe injuries and total casualties.

Table 9: Corridors with High Collisions per Mile

Corridor	Collisions	Fatalities	Casualties	Miles	Collisions / Mile
Folsom Blvd.	42	11	49	11.6	3.6
Mather Field Road	5	0	5	1.4	3.6
Coloma Road	12	1	14	4.3	2.8

Source: SWITRS, 1996-2001

Table 10: Intersections with High Collisions

Locations	Collisions	Fatalities	Severe Injuries	Other Injuries	Total Injuries	Total Casualties
Folsom Blvd. at Coloma Rd	7	0	1	7	8	8
Folsom Blvd. at Manlove Rd	7	2	2	5	7	9
Folsom Blvd. at Mills Park Dr	5	2	1	3	4	6
Folsom Blvd. at La Loma Dr (W)	4	1	0	3	3	4

Source: SWITRS, 1996-2001

Roadway Infrastructure

Like motorists, transit riders and bicyclists, pedestrians need facilities on which to travel. The City of Rancho Cordova has many sidewalks, walkways and trails; however, gaps exist within the system. This section focuses on the different pedestrian facilities, such as multi-use paths, sidewalks and street crossings that exist within the study area. Consideration also is given to maintenance issues. This section discusses the designated truck routes in the City to ensure that appropriate pedestrian safety measures will be taken on these key routes.

Pedestrian Infrastructure Components

Multi-use Paths



Source: www.pedbikeimages.org / Dan Burden

A multi-use path is a facility that is designed to accommodate pedestrians, bicyclists and other individuals. These facilities are provided as alternatives to sidewalks and on-street bicycle lanes. Multi-use paths can be provided along existing vehicular facilities or designed to link important destinations without being within or adjacent to public motor vehicle facilities.

Multi-use paths are considered as one of the potential tools to help improve pedestrian safety. Individuals with disabilities and other trail users have expressed concerns about the lack of separation between the various non-motorized users such as bicyclists, skateboarders, pedestrians and in-line skaters. Different design strategies might be considered to help separate the users, such as pavement markings as shown in the photo inset. Several requests have been made for equestrian use on trails.

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Curt Haven, Dir. of Economic Development
Joseph Chapman, City Attorney's Office

SUBJECT: **ORDINANCE AMENDING MUNICIPAL CODE CHAPTER 4.54, ARTICLE 7, "FIREWORKS,"**

RECOMMENDATION

1. Open public hearing;
2. Receive the staff report;
3. Receive testimony;
4. Close public hearing;
5. Introduce Ordinance No. 02-2005, waive its full reading, and continue the ordinance to the City Council meeting of February 7, 2005, for adoption.

BACKGROUND

As a result of concerns over whether the fireworks regulations inherited from the County were adequate to meet the needs of the City, City staff has undertaken a review of the City's existing ordinance and proposes a number of changes. The changes are primarily aimed at increasing public safety and ensuring that local groups and the City benefit from the sale of fireworks in the City. In the course of reviewing and drafting these changes, City staff met and discussed these changes with representatives from the fireworks supply companies that operate in the Sacramento Area, and the Fire District. These changes, if adopted, will go into effect and apply to this year's fireworks season.

The ordinance makes the following changes to the existing fireworks regulations:

- Moves the last day to possess or sell safe and sane fireworks from July 5 to July 4. This is in accordance with the practices of the fireworks distributors.

- Changes organizational requirements for applicants. Organizations must now be non-profits recognized under both state *and* federal tax law; also,

in addition to having the principle meeting place in Rancho Cordova and having been organized and established in the City for at least one year, organizations must have at least 20 members, at least *50%* of which are residents of the City.

- Specifically allows organizations affiliated and officially recognized by local schools serving Rancho Cordova residents to obtain a permit without meeting the organizational requirements stated above.

- Increases the application fee from $25 to $200 in order to offset City costs in processing applications.

- Requires additional information from applicants in order to address issues of safety and use of funds. Among other things, applicants will now be required to submit: plot plans showing the location of the fireworks stand in relation to rights-of-way, curb cuts, and nearest available fire hydrants; a declaration of status as a recognized non-profit; a statement regarding the intended use of the funds; starting 2006, previous permit holders will be required to provide an accounting of the funds derived from the previous year's sales; and information pertaining to the applicants right to use the location in question.

- Applicants will now be required to use their net proceeds for local service projects that benefit the residents of Rancho Cordova. Funds may not be used to support political activities, for out-of-City property-related expenses, or for services that will not benefit the City. Failure to comply with these provisions will result in the denial of permits in future years.

- Signs on the fireworks stand or at the location of the stand must comply with sign regulations of the City. Stands must also post signs outlining the legal use of fireworks in the City.

- Adds additional operational requirements for stands: merchandise must be stored and displayed in such a manner that it cannot be handled by patrons; state and local licenses must be prominently displayed; explicitly prohibits storage of materials in front of exit doors and requires that exit doors remain unlocked when the stand is occupied; prohibits vehicles within 25 feet of stands except when loading or unloading fireworks; prohibits flammable liquids within 50 feet of stands; and requires stands to issue safety materials outlining the safe use of fireworks.

- Shifts primary inspection responsibility to the Fire District. The City's Building Department shall be required to inspect fireworks stands only if electrical systems are installed.

- Adds public education requirements. The ordinance will require fireworks suppliers and distributors to submit a public education plan to the City each year that outlines how the supplier or distributors intends to educate the community about the safe and legal use of fireworks. Suppliers shall also work with the City to provide education materials to local schools and post signs at central entrances to the City that outline the legal use of fireworks in the City.

- Makes a number of housekeeping changes (changes from "County" to "City", etc.).

REQUESTED MOTION

"I move that the City Council introduce the ordinance amending Chapter 4.54, Article 7, "Fireworks," of the Rancho Cordova Municipal Code, waive its full reading, and continue it to the Council meeting of February 7, 2005, for adoption."

Attachment(s):

1. Ordinance No.02-2005

728739_1

CITY OF RANCHO CORDOVA

ORDINANCE NO. 02-2005

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA AMENDING RANCHO CORDOVA MUNICIPAL CODE CHAPTER 4.54, ARTICLE 7, "FIREWORKS," RELATING TO THE PERMITTING AND SALE OF FIREWORKS IN THE CITY

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DOES ORDAIN AS FOLLOWS:

SECTION 1. Title 4, Chapter 4.54, Article 7, "Fireworks," of the Rancho Cordova Municipal Code is hereby amended to read as follows:

"**Article 7 Fireworks**

4.54.300 General Prohibition Against Possession, Sale or Use of Fireworks.
4.54.310 Exception--Certain Public Displays.
4.54.320 Exception--Safe and Sane Fireworks.
4.54.330 License to Sell Fireworks Required.
4.54.340 Wholesale Storage of Fireworks.
4.54.350 License Restricted.
4.54.360 Application.
4.54.370 Denial of License.
4.54.375 General Provisions.
4.54.380 Operation of Stand.
4.54.390 Temporary Fireworks Stand.
4.54.400 General Requirements for Licensees.
4.54.410 Enforcement.
4.54.405 Public Education.
4.54.420 Revocation of License--Appeal.
4.54.430 Penalty; Infraction.
4.54.440 Seizure of Fireworks.
4.54.450 Concurrent Authorities.

4.54.300 General Prohibition Against Possession, Sale or Use of Fireworks.

Except as otherwise provided in this Article, no person shall possess, sell, use, display or explode any rocket, firecracker, roman candle, squib, torpedo, torpedo cane, fire balloon, wire core sparkler, wooden core sparkler, black cartridge or other combustible device or explosive substance or any kind of fireworks, by whatsoever name known, within the City.

4.54.310 Exception--Certain Public Displays.

Public displays of fireworks may be given with a written permit issued by the fire chief so long as such display takes place under the supervision and direction of a State of California licensed operator. For purposes of this Article, "fire chief" shall mean the Fire Chief of the Sacramento Metropolitan Fire District, or his or her designee.

4.54.320 Exception--Safe and Sane Fireworks.

It shall not be unlawful to possess, sell, use, display or discharge within the City those fireworks as are defined and classified as "safe and sane fireworks" in Part 2 (commencing with Section 12500) of Division 11 of the California Health and Safety Code during that time period beginning at 12:00 noon on June 28 and ending at 10.00 p.m. on July 4 of the same year.

4.54.330 License to Sell Fireworks Required.

It shall be unlawful for any person to sell "safe and sane fireworks" within the City without a valid City business license authorizing such sales.

4.54.340 Wholesale Storage of Fireworks.

The wholesale storage of fireworks shall be unlawful in the City without valid permits for such storage from the fire district and the City's building department. Any such storage is limited to the period from June 1st through July 15th of each year.

4.54.350 License Restricted.

a. No City business license authorizing the sale of "safe and sane fireworks" shall be issued to any person, firm, corporation, organization or group other than:

1. a non-profit organization or group organized primarily for civic betterment and/or charitable purposes having status as a Section 501 (c) organization under the Internal Revenue Code and as a Section 23701 (d) organization under the Revenue and Taxation Code of the State of California, provided that the organization or group satisfies the following criteria:

i. It has its principal and permanent meeting place in the City of Rancho Cordova;

ii. It has been organized and established in the City of Rancho Cordova for a continuous period of at least one year immediately proceeding the application for a permit; and

iii. It has a bona fide membership of at least twenty (20) members and 50% of the members are residents of Rancho Cordova.

The City reserves the right to require the applicant to submit a roster based on complaints or allegation of non-compliance with City policy; or

2. an organization affiliated with and officially recognized by an elementary, junior high and/or high school and/or school district and/or school district that services in whole or in part the residents of Rancho Cordova or a religious non-profit elementary, junior high and/or high school located within the boundaries of Rancho Cordova.

b. No organization shall submit more than two applications for licenses to sell fireworks within the City. Submittal of more than two such applications shall be grounds for denial of all applications.

c. City business licenses authorizing the sale of "safe and sane fireworks" shall not be transferable to another organization.

d. Transfer of temporary stands from the location for which the license was initially issued may be made provided that the application is made to the City's Director of Finance ("Finance Director") on or before the first day of June, provided further that any such location change has been approved in writing by the fire chief, the chief of police, and the City's Chief Building Inspector, and otherwise complies with all provisions of this Article regulating the location of temporary fireworks stands.

4.54.360 Application.

a. All applications for a City business license to sell fireworks shall be in writing to the Finance Director on forms supplied by the City. Applications shall be received and filed with the Finance Director no earlier than March 1st, nor later than the second Tuesday in April of each year. Applications shall:

1. Specify the proposed location of the fireworks stand, and be accompanied by a copy of a plot plan showing the location of the fireworks stand in relation to the public right-of-way; curb cuts and/or driveways and identifying the nearest available fire hydrants;

2. Specify the name, address and telephone number of one or more responsible adults who will be in charge of and responsible for the fireworks stand during the period fireworks are sold, displayed or stored;

3. Be accompanied by a declaration certifying the applicant's status as a Section 501 (c) organization under the Internal Revenue Code and as a Section 27301 (d) organization under the Revenue and Taxation Code;

4. Be accompanied, in accordance with the provisions of Section 4.54.375, by an accounting of the funds derived from the sale of fireworks for the previous year if the organization operated a stand(s) in the City during the previous year. The permittee shall fully expend the net proceeds derived from its operations under such license or demonstrate the dedicated purpose of the funds. This requirement shall not go into effect until July 5, 2005;

5. Be accompanied by a written statement of the applicant's intended use for any funds realized from the sale by such organization;

6. Be accompanied by the name and address of the owner of the designated location of the fireworks stand. The applicant shall supply a copy of a recorded deed evidencing its ownership of the designated location, or an executed lease, rental or license agreement evidencing that the applicant has the legal authority to locate and operate a fireworks stand at the designated location. The information required by this subsection (6) may be submitted separately from the other information required under Section 4.54.360, but in no case shall the information required by this subsection (6) be submitted to the City later than the second Tuesday of April of each year;

7. Be accompanied by such other information as may be required by the Finance Director;

8. Be accompanied by an application fee in the amount of $200.00; and

b. The application shall be made in triplicate. The original of the application shall be retained by the Finance Director, one copy shall be transmitted to the fire chief, and one copy shall be sent to the City building department. The fire chief shall review the location of the proposed fireworks stand for compliance with fire safety regulations and shall have authority to disapprove the location if, in the fire chief's opinion, the location would pose a fire hazard. Notice of the application and a description of the proposed location of the stand shall be forwarded to the chief of police who has the authority to disapprove the location if, in the chief's opinion, a traffic hazard will be created thereby. For applications received on or before the second Tuesday of April of each year, determinations regarding the adequacy of the proposed location shall be made no later than May 15 of each year.

c. Applicants for a license shall be notified by the Finance Director of the tentative approval or denial of the application for a City business license by the first Monday in May of each calendar year. Within two weeks of the notification of the tentative approval of the City business license, the applicant shall furnish to the Finance Director evidence of insurance providing comprehensive general liability coverage written on an occurrence basis, including but not limited to premises/operations, personal injury, contractual liability, independent contractors, and products/completed operations, with a $1 million combined

single limits for bodily injury and property damage. The insurance policy shall designate the City, its officers, agents, employees and volunteers as additional insureds as to products, premises/operations of the named insured. The insurance policy shall further be endorsed to provide that any insurance and/or self insurance maintained by the City of Rancho Cordova shall apply in excess of, and not contribute with, insurance provided by the applicant. The City Risk Manager shall be the certificate holder. In the event of non-renewal or cancellation of the insurance policy, thirty (30) days advance notice shall be provided to the Finance Director. The insurance policy shall be limited to the specific location for which the City business license is issued. The Finance Director shall issue the license to the applicant upon the presentation of required proof of insurance.

d. A copy of the City business license shall be transmitted to the fire district.

e. The continued validity of any City business license issued pursuant to this Article shall be subject to the requirement that at least one of the responsible adults listed in the licensee's application shall attend a fireworks stand operator seminar conducted by the fireworks industry and approved by the fire district. The failure of a licensee to have such a responsible individual attend such safety seminar shall subject the City business license to revocation.

4.54.370 Denial of License.

a. The Finance Director shall issue the City business license to sell fireworks unless:

1. The Finance Director finds in writing that the applicant has failed to provide sufficient or adequate plans, information or other data necessary to permit a determination respecting compliance with the requirements of this Article;

2. The Finance Director finds in writing that the applicant is not in compliance with any of the requirements of this Article;

3. The Finance Director finds in writing that the applicant falls within the provisions of subdivision (c) of Section 4.54.420 of this Article; or

4. Either the fire chief, the chief of police or the City building department fails to approve the application.

b. Any denial of a license pursuant to this section may be appealed pursuant to the procedures set forth in subdivision (b) of Section 4.54.420 of this Article.

4.54.375 General Provisions.

a. The licensee shall use the net proceeds derived from its operations under such license only for such non-profit, charitable, or religious service projects that shall be of direct benefit to the residents of the City of Rancho Cordova. Specifically, such net proceeds shall not be used (1) to support political activities (including but not limited to, contributions to legal defense organizations); (2) for property-related expenditures (including but not limited to, mortgage payments and property taxes) related to properties located outside of the City; (3) for contributions to national or regional organizations (contributions to Rancho Cordova based units of such organizations are permitted if the funds will be expended locally as required by this Section); or (4) for any other purpose unrelated to a service project that directly benefits the City. The Director of Finance shall have final authority to determine whether each use of such net proceeds complies with this provision.

b. Each organization granted a permit must, , submit a verified financial statement to the City showing the total gross receipts, all expenses incurred and paid in connection with the purchase of fireworks and the sale thereof, and to whom and for what purpose the net proceeds were distributed. The financial statements shall be made on forms furnished by the City or photocopied directly from the organization's financial report. Statements must be filed with the City no later than March 1 of the year after the year in which the permit was issued. The filing of a verified financial statement is a condition precedent to the granting of any subsequent permit to any such organization.

c. Beginning 2006, no organization shall receive a license for a fireworks stand if such organization received a permit for the previous year and has failed to file the report required in subsection (b) or otherwise violated any provisions of the Rancho Cordova Municipal Code relating to such prior year's license or to the licensee' operations thereunder.

d. Licensees shall not place signs on retail fireworks stands or at locations on public property, except as permitted or required by the City. Signs on private property shall be as permitted by the property owner and shall comply with all applicable City sign regulations.

4.54.380 Operation of Stand.

a. All organizations must obtain a fireworks retail license issued by the State Fire Marshal under Section 12574 of the Health and Safety Code of the State of California.

b. No person shall sell fireworks to any person under the age of eighteen. Proof that the fireworks stand operator/organization demanded, was shown and acted in reliance upon bona fide evidence of age and identity in any sale of fireworks forbidden by this Article shall be a defense for any proceedings for suspension or revocation of its permit or any criminal proceedings for violations of this Article. For purposes of this section, bona fide evidence of age and identity of purchaser

is a document issued by a federal, state, county or municipal government that contains a photograph of the purchaser including, but not limited to, a valid California Driver's License or Identification Card issued to a member of the Armed Forces.

c. Sale of fireworks shall begin no earlier than 12:00 noon on June 28th and shall not continue after 10:00 p.m. on July 4th of the same year. Sale of fireworks shall be permitted only from 9:00 a.m. to 10:00 p.m. daily.

d. No person other than the licensee organization shall operate the stand for which the license is issued or share or otherwise participate in the profits of the operation of such stand.

e. No person other than the individuals who are members of the licensee organization or the wives, husbands, parents or adult children of such members shall sell or otherwise participate in the sale of fireworks at such stand.

f. No person under the age of eighteen shall sell or participate in the sale of fireworks.

g. Merchandise shall be displayed in such a manner that it cannot be handled by patrons reaching over the selling counter or through other openings in the stand. A suitable shelf or counter may be required in order to comply with this requirement so that patrons will not be able to reach merchandise over the top of the counter.

h. The business license to sell fireworks issued by the City and the retail license issued by the State Fire Marshall must be prominently displayed inside the booth at all times.

i. No person shall be paid any consideration by the licensee or any wholesale distributor of "safe and sane" fireworks for selling or otherwise participating in the sale of fireworks at such stand, provided, however, that compensation may be paid for security personnel during non-sale hours and to the party authorizing location of the stand on its property.

j. Fireworks stands shall be removed from the temporary locations by noon on July 18th, and all accompanying litter shall be cleared from such locations by that date and time.

4.54.390 Temporary Fireworks Stand.

All retail sales of "safe and sane" fireworks shall be permitted only from within a temporary fireworks stand, and the sale from any other building or structure is hereby prohibited. Temporary stands shall be subject to the following provisions:

a. No fireworks stand shall be located within twenty-five feet of any other building or within one hundred feet of any gasoline pump or distribution point.

b. Fireworks stands need not comply with the provisions of the Building Code of the City; provided, however, that stands that need any electrical installations shall apply for all necessary permits and comply with all applicable codes and shall be subject to inspection and approval by the Chief Building Inspector, or his or her designee.
c. No stand shall have a floor area in excess of seven hundred and fifty square feet.

d. Each stand shall have at least two exits. Each stand in excess of forty feet in length shall have at least three exits spaced approximately equidistant apart; provided, however, that in no case shall the distance between exits exceed twenty feet. Exit doors shall be not less than twenty-four inches wide and six feet and two inches in height and shall swing in the direction of exit travel. No supplies or other materials shall be stored in front of exit doors. All exit doors shall remain unlocked whenever the stand is occupied.

e. The aisle or passageway in the fireworks stand must be kept clear and unobstructed so as not to impede anyone leaving the stand in an emergency.

f. Each stand shall be provided with two (2) two and one-half gallon "water-type" (minimum rating 2A) fire extinguishers in good working order and easily accessible for use in case of fire.

g. Fireworks stands shall be located on property zoned SC, LC, GC, AC, TC, M-1 or M-2, or in any other zoning classification if the Fire Chief certifies in writing to the Finance Director that the operation of a fireworks location in such other zoning classification will not endanger the health and safety of the community or create a fire hazard to surrounding properties.

4.54.400 General Requirements for Licensees.

a. Stands shall not be located closer than six hundred feet apart, unless separated by a principal arterial roadway.

b. All weeds and combustible material shall be cleared from the location of the stand to a distance of at least twenty-five feet surrounding the stand.

c. "NO SMOKING" signs shall be prominently displayed on and in the fireworks stand.

d. Each stand must have an adult watchman in attendance and in charge thereof when the stand is being used for sale, dispensing or storage of fireworks.

e. All unsold stock of fireworks in the hands of the retailer after 10:00 p.m. on the 4th day of July shall be returned to the distributor or wholesaler and removed from the City within ten days. On closing of stands, all litter shall be removed from the premises.

f. No fuel-powered generator or similar equipment shall be allowed within fifty (50) feet of a fireworks stand.

g. No vehicles shall be parked within 25 feet of the fireworks stand unless loading or unloading fireworks.

h. No flammable liquids are permitted within 50 feet of the fireworks stand.

i. Signs shall be posted that 1) illustrate that illegal fireworks are prohibited in Rancho Cordova, that violators will be cited, what the citation fines are and that this will be strictly enforced and 2) list (to the public) places within Rancho Cordova where fireworks are allowed to be used, as well as places where fireworks are *not* allowed to be used, if any.

j. Handout material shall be issued with each sale that describes proper use of Safe & Sane fireworks and general safety practices to be followed when handling fireworks. Failure to issue the education material may result in the revocation of the permit and immediate closure of the stand.

4.54.405 Public Education.

A. The City of Rancho Cordova has determined that public education is critical to the safe use of fireworks within the City and that those fireworks suppliers and distributors who profit from the sale of fireworks in the City should be required to assist the City in educating the public about the safe use of fireworks.

B. Suppliers and distributors shall work with the City Manager, or his or her designee, and the Fire District to provide education materials to every school within Rancho Cordova. The materials shall describe and illustrate the proper use of State-approved fireworks, the prohibition of illegal fireworks, the consequences of violating fireworks laws and regulations and general safety practices to be followed when handling fireworks. Each fireworks supplier or distributor shall meet and confer with the City Manager by March 1 of each year to outline a Public Education Plan.

C. Each fireworks supplier or distributor shall annually submit a Public Education Plan to the City by May 20 of each year. The plan shall illustrate how the public will be educated about the City's no tolerance policy for illegal fireworks and the proper use of State-approved fireworks. The plan shall:

1. Include samples of all signs, messages, graphics, text, etc. that will be displayed in the City.

2. Graphically identify all locations throughout the City where public education messages are to be displayed and/or posted.

3. Include an accounting and samples of education materials distributed to every school in Rancho Cordova. These materials shall describe and illustrate the proper use of State-approved fireworks, the prohibition of illegal fireworks, and the consequences of violating fireworks laws and regulations and general safety practices to be followed when handling state-approved fireworks. Suppliers and distributors shall request that schools hand out these materials out to every child a minimum of one month prior to the end of the school year.

4. Establish that all retail fireworks stands will have warning signs posted that illustrate that illegal fireworks are prohibited in Rancho Cordova, that violators will be cited, what the citation fines are and that this will be strictly enforced. The signs shall also include a listing of areas within the City where NO FIREWORKS of any kind are permitted to be used, if any.

5. Establish that City approved signs will be posted on public property at central entrances to the City. These signs shall illustrate the City's "No Tolerance" position on illegal fireworks, that violators will be cited, what the citation fees are and that this will be strictly enforced. The signs shall also include a listing of all areas within the City where NO FIREWORKS of any kind are permitted to be used, if any.

6. State that signs and messages shall be posted and displayed no earlier than June 1st, no later than June 15 and removed from said locations no later than July 7.

C. No advertising is permitted on any public education materials or sign. Said public education and information materials will be produced, installed and removed at the expense of the fireworks suppliers. The City Manager and the Fire Chief Works shall review the Public Education Plan. Once the plan has been approved, fireworks suppliers will be authorized to post signs and messages through the City on public property, in approved locations and fireworks retail stands. In addition, approved signs and messages may be placed on private property with proper permission from property owners.

7. Permittees shall work with the City Manager, or his or her designee, to provide education materials to every school within Rancho Cordova. The education materials shall be distributed to every child. These materials shall describe and illustrate the proper use of State-approved fireworks, the prohibition of illegal fireworks, the consequences of violating fireworks laws and regulations and general safety practices to be followed when handling fireworks. These

materials shall be handed out a minimum of one month prior to the end of the school year.

4.54.410 Enforcement.

A. The City Manager, or his or her designated representatives shall have authority to enforce this Article and issue citations for violations.

B. All fireworks stands shall be erected in a manner approved by the fire district in order to reasonably ensure the safety of attendants and patrons. A site inspection is required after the structure has been erected, stocked and prior to the commencement of sales. The field inspector will permit the sales to begin if each item shown or stated in the application packet are consistent with the conditions observed. The license will be subject to revocation if there are inconsistencies, omissions or changes from the approved plot plan or fire/life safety hazards are observed.

In the event that electrical systems are installed, the City's building department shall inspect the electrical systems prior to the stocking and commencement of sales. A fireworks stand shall not be permitted to open until the electrical system have been approved by the City's building department.

C. Each fireworks stand shall be subject to inspection(s) by the fire district at any time during each day of sales. If, in the opinion of the fire chief (or designee) the construction or the location of a stand, or the conduct of operations therein do not conform to these provisions, the fire chief (or designee),may order the stand immediately closed until such time as the stand does conform to the provisions herein.

4.54.420 Revocation of License--Appeal.

a. The Finance Director may revoke, immediately and without notice or hearing, the license of any licensee who violates the provisions of subsection (e) of Section 4.54.360, subsections (a), (b), (c) or (f) of Section 4.54.380, or subsection (d) of Section 4.54.400. If the revocation occurs between June 22nd and July 5th, the Finance Director shall inform the licensee that the licensee may seek review of the Finance Director's decision by the City Manager, or the City Manager's designee, on the next business day. At the earliest opportunity on the next business day after the revocation, the Finance Director shall provide the City Manager with written notice that a fireworks business license has been revoked, including the name of the licensee and a brief statement of the grounds for revocation. If requested by the licensee, the City Manager, or the City Manager's designee, shall meet with the licensee and the Finance Director on that day to review the Finance Director's decision. The decision of the City Manager or his

designee shall be final. If the revocation occurs before or after the specified period, the appeal procedures of subsection (b) shall apply.

b. The Finance Director, or the Finance Director's designee, may revoke the license of any licensee who violates any provision of this Article not specified in subsection (a). Such revocation shall not take effect for five days, during which time the licensee may seek review of the Finance Director's decision by submitting a written request for review to the City Manager. The Finance Director shall provide the City Manager with written notice that a fireworks license has been revoked, including the name of the licensee and a brief statement of the grounds for revocation. The City Manager, or the City Manager's designee, shall meet with the licensee and the Finance Director to review the Finance Director's decision. The decision of the City Manager or his designee shall be final.

c. Any licensee whose permit has been revoked pursuant to subsections (a) or (b) hereof shall be barred from receiving a license under this Article for five (5) years from the date of revocation.

4.54.430 Penalty; Infraction.

a. Notwithstanding the provisions of any other section of this Code, and with the exception of the fourth and subsequent violation of this Article within one year as provided in subdivision (c) of this section, the violation of any of the provisions of this Article is an infraction.

b. Every violation of any provision of this Article constituting an infraction is punishable as follows:

1. a fine not exceeding one hundred ($100) dollars for a first violation;

2. a fine not exceeding two hundred ($200) dollars for a second violation of this Article within one year; and

3. a fine not exceeding five hundred ($500) dollars for a third violation of this Article within one year.

c. The fourth and each subsequent violation of this Article within one year shall constitute a misdemeanor punishable by a fine not exceeding one thousand dollars ($1,000) or imprisonment in the County Jail for not more than six (6) months, or both.

4.54.440 Seizure of Fireworks.

The Fire Chief, or the Fire Chief's designee, may seize, take, remove or cause to be removed, at the expense of the licensee, all stocks of fireworks offered or

exposed for sale, stored or held in violation of this Article when such violation creates an imminent threat to public health or safety.

4.54.450 Concurrent Authorities.

This Article is not the exclusive regulation for fireworks within the City. It shall supplement and be in addition to the other regulatory codes, statutes, and ordinances heretofore and hereafter enacted by the City, the State, or any other legal entity or agency having jurisdiction. "

SECTION 2: Severability

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

SECTION 3: Effective Date and Publication

Within fifteen (15) days from and after adoption, this Ordinance shall be published once in the Grapevine Independent, a newspaper of general circulation printed and published in Rancho Cordova City and circulated in the City of Rancho Cordova, in accordance with California Government Code Section 36933. This Ordinance shall take effect and be enforced thirty (30) days after its adoption.

* * * * *

PASSED AND ADOPTED this _____ day of _____, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

717673_4

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and City Council

FROM: Paul Junker, Planning Director
Pam Johns, AICP, Special Projects Manager

SUBJECT: ADOPTION OF UPDATED DRAFT GENERAL PLAN LAND USE MAP (CONTINUED)

RECOMMENDATION

Staff recommends that the City Council consider amendments to the Draft Land Use Policy Map and corresponding materials as directed by City Council on January 3, 2005 and take the following action:

- Adopt Resolution No. 13-2005 adopting the Draft Land Use Map as part of the City's Vision Book/Interim General Plan and direct staff to continue work on a Draft General Plan which implements the Land Use Map, and
- Direct staff, upon formal adoption of the Draft Land Use Map, to begin using the Draft Land Use Map whenever a finding of General Plan consistency is required (as discussed later in this report)

Adoption of the Draft Land Use Map is:

- Crucial to maintaining the City's goal of adoption of a new General Plan within the 30-month time limit established by the State of California (deadline of December 31, 2005); and
- Will allow City staff to begin implementing the Council's vision for future land uses immediately by serving as an important part of the Interim General Plan

BACKGROUND

City Council considered this item on December 20, 2004 and January 3, 2005, took public comments, provided direction to staff, and continued the project to this meeting. The focus of this staff report is to respond to comments and questions from City Council and members of the public.

AGENDA ITEM # 22

ANALYSIS

The discussion below is intended to respond to comments and questions raised at the City Council meeting on January 3, 2005. Staff analysis and actions are organized relative to the Draft Land Use Map, Land Use Designations, Planning Area Descriptions, and other related issues.

Draft Land Use Map

Pursuant to individual Council comments, the following map amendments have been made to the Draft Land Use Plan attached to this report.

- Sunrise Douglas Planning Area was renamed "Suncreek/Preserve"
- Easton Planning Area was renamed "Glenborough"
- Folsom Planning Area was extended from Watt Avenue to Hazel Avenue
- Sunrise Boulevard South Planning Area was extended to include the rifle range
- Created a new Countryside/Lincoln Village Planning Area for Council consideration
- Adjusted Excelsior Road alignment through Mather Planning Area to reflect the current configuration plan
- Revised the future Sunrise Reliever (Jaeger Rd/US 50 interchange) to reflect the current configuration plan
- Converted lands designated as Mining to Heavy Industrial

Land Use Designations

Modifications to the land use designations listed below reflect input and direction from the City Council.

- Added language to clarify intent to allow and encourage employment opportunities in the Town Centers and Downtown District Land Use Designations
- Mining Land Use Designation was deleted – surface mining is listed as a permitted use in the Heavy Industrial Land Use Designation
- Descriptive language was incorporated for residential land use designations

Planning Area (PA) Descriptions

Individual Planning Area Descriptions were changed to reflect Council input as follows:

- Preliminary employment population estimates and discussions have been added to each of the planning area descriptions
- Discussion of the new Countryside/Lincoln Village Planning Area has been added for consideration
- Folsom Blvd Planning Area description was amended to reflect the extended area and clarifies that planned uses should increase transit readership
- Sunrise Blvd. North and South Planning Areas were amended to reference future trolley/lighter fixed rail, rather than light rail.
- Added discussion of transitional land use to City "edge" in the Grant Line South, Jackson, and East Planning Areas.
- Sunrise Blvd. South Planning Area description was amended to include the rifle range and to identify target land uses. New language explains the City's intent for redevelopment/reinvestment strategies to encourage the transition of existing industrial uses that may not be compatible with the changing nature of this area. Non-conforming provisions for existing uses in this area will allow for the continuation of industrial uses

and conditional expansion of industrial uses where mitigation measures ensure compatibility with the evolving nature of this area. An alternative approach: The City will establish relocation policies and programs for the amortization of legal non-conforming industrial uses in this Planning Area.

- Mather Planning Area includes a discussion about the future University (Catholic College) as an important employment generator and residential assumptions have been adjusted down to reflect development constraints.
- Clarification of the timing discussion has been provided for the Grant Line South and East Planning Areas.
- Jackson PA includes a discussion of the rendering plant as an environmental constraint. Staff will provide additional information regarding property owner requests and/or pending County applications as this information is made available.
- Aerojet Planning Area was amended to include a discussion of the Superfund site to the environmental constraints. At the meeting, staff will provide additional information regarding opportunities for other short and long term industrial uses on this site.

In addition to the changes listed above, staff has the following responses to City Council input and requests for additional information:

1. The Property owner request map was amended to include the road network.
2. Residential and employment populations and assumptions are provided for each of the Planning Areas to reflect the planned land uses and land use concepts.
3. City Council requested information on the planned land use acreages, densities, assumptions, critical mass, and jobs/housing ratio. Staff will be presenting this information in more detail as we proceed with the analysis of the proposed plan.

REQUESTS FROM PROPERTY OWNERS

City Council has been provided with all individual property owner requests received to date The Council is not being asked to take action on those individual requests at this time. Rather, staff will schedule time for the GPAC and City Council to consider property owner requests prior to preparation of the Final Land Use Map. Property owners who wish to have the General Plan show specific uses for their property will have additional opportunities up until that time to submit requests. After adoption of the Final Land Use Map, the intent of the General Plan program is to make no additional changes in land use; further changes may affect the ability of the City to meet the December 2005 deadline for adoption of the General Plan. New property owner requests have been attached to this report for informational purposes only.

USING THE VISION BOOK/INTERIM GENERAL PLAN FOR GENERAL PLAN CONSISTENCY

State law provides for the use of a Draft General Plan when making decisions and processing development and other projects—even if the Draft General Plan has not yet been approved. Section 65360 of the Government Code provides as follows:

> ***65360***. *The legislative body of a newly incorporated city or newly formed county shall adopt a general plan within 30 months following incorporation or formation. During that 30-month period of time, the city or county is not subject to the requirement that a general plan be adopted or the requirements of state law that*

its decisions be consistent with the general plan, if all of the following requirements are met:

(a) The city or county is proceeding in a timely fashion with the preparation of the general plan.

(b) The planning agency finds, in approving projects and taking other actions, including the issuance of building permits, pursuant to this title, each of the following:

(1) There is a reasonable probability that the land use or action proposed will be consistent with the general plan proposal being considered or studied or which will be studied within a reasonable time.

(2) There is little or no probability of substantial detriment to or interference with the future adopted general plan if the proposed use or action is ultimately inconsistent with the plan.

(3) The proposed use or action complies with all other applicable requirements of state law and local ordinances.

In summary, this section of the Government Code allows the Vision Book/Interim General Plan to be used when determining whether a project is consistent with the Rancho Cordova General Plan. This has the benefit of providing direction to applicants and staff on the processing of both major and minor projects before the formal adoption of the General Plan next year.

Several large-scale development projects are currently being processed by the City, and staff is using the Vision Book/Interim General Plan as the basis for requesting changes and improvements to projects to conform to the overall vision for the community. Findings reflecting items b.1, b.2, and b.3 should be included in the approval of all discretionary projects until the adoption of the General Plan.

ENVIRONMENTAL ANALYSIS

Adoption of an environmental document is not necessary for the selection and adoption of the Draft Land Use Map. An Environmental Impact Report (EIR) will be prepared for the Draft General Plan (including the Draft Land Use Map) pursuant to CEQA Guidelines and the Public Resources Code. The EIR will proceed after staff has received Council's direction on the Draft Land Use Map. A Final General Plan and Land Use Map will be adopted after the EIR is certified by the City Council.

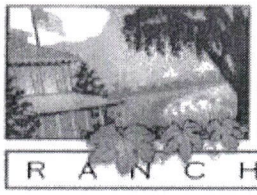
NEXT STEPS

At this time, staff and the GPAC are continuing to work on the various components of the Draft General Plan. The GPAC has begun discussing Circulation issues, and will be working with staff to refine the planned circulation system using the Draft Land Use Map.

With the approval of the Draft Land Use Map, the preparation of the Draft Environmental Impact Report (DEIR) for the General Plan can also proceed—many of the impact areas associated with the General Plan are directly tied to land use (e.g., what types of land uses will occur in various locations) and land use intensity (e.g., multi-story vs. single-story buildings, residential density, etc.). The Draft Land Use Map will help City staff and our technical consultants to prepare the various analyses (traffic, noise, etc.) which will be used in the General Plan DEIR.

Attachment(s):

1. General Plan Map book including Draft Land Use Policy Map (Exhibit A), Land Use Designations (Exhibit B), and Planning Area Descriptions (Exhibit C).
2. Resolution No. 13-2005.



GENERAL PLAN

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Introduction: Interim General Plan Map

The Draft Land Use Map reflects an approach that combines specific land use designations in some areas of the City and more general descriptions of land uses in areas planned for future growth—the "Planning Areas" shown on the Draft Land Use Map. The Planning Area concept requires more detailed planning after adoption of the General Plan, such as the adoption of Specific Plans (as has already occurred in the Sunrise Douglas area).

Neighborhoods, villages, and districts are the building blocks for future development and redevelopment within the City. This system of walkable, livable, and sustainable development throughout the community is reflected on the Draft Land Use Map and incorporated into the Land Use Designations, Planning Area Descriptions, and City Building Blocks sections of this document.

A variety of new land use designations are established with the Draft Land Use Map to reflect the more mixed and—in many cases—more intense land uses envisioned for the city. These "mixed use" categories provide the opportunity for combining of residential, commercial, and office uses on a single site (depending on the designation). In some cases, the mixing may be "horizontal" (for example, residential uses next to commercial uses); in others, the mixing may be "vertical" (residential uses over commercial of office in multi-story buildings). It is anticipated that compact mixed-use development will be the standard pattern of development in Greenfield areas and that the appropriateness of more compact mixed-use development for infill and redevelopment areas will be considered on a case-by-case basis.

The Map designates a "Downtown District," which serves to establish a "target area" for the location of future civic facilities. The Downtown District includes a portion of the existing office park area south of Hwy 50 as well as a portion of Folsom Boulevard. It is anticipated that this area would accommodate a wide range of retail and service commercial, restaurant, entertainment, and significant employment uses to compliment the City's new civic core. Future development in the Downtown District should take advantage of visibility from Highway 50 to create an enhanced image and identity for the City of Rancho Cordova.

The Draft Land Use Map also designates the general location of several "Town Centers" of varying size and intensity. The locations are conceptual, but illustrate the City's intent to provide for a variety of shopping, working, and living opportunities throughout the city, and to take advantage of the opportunities provided the Hwy 50, light rail, and other major access to build regionally-oriented commercial centers.

The Land Use Map

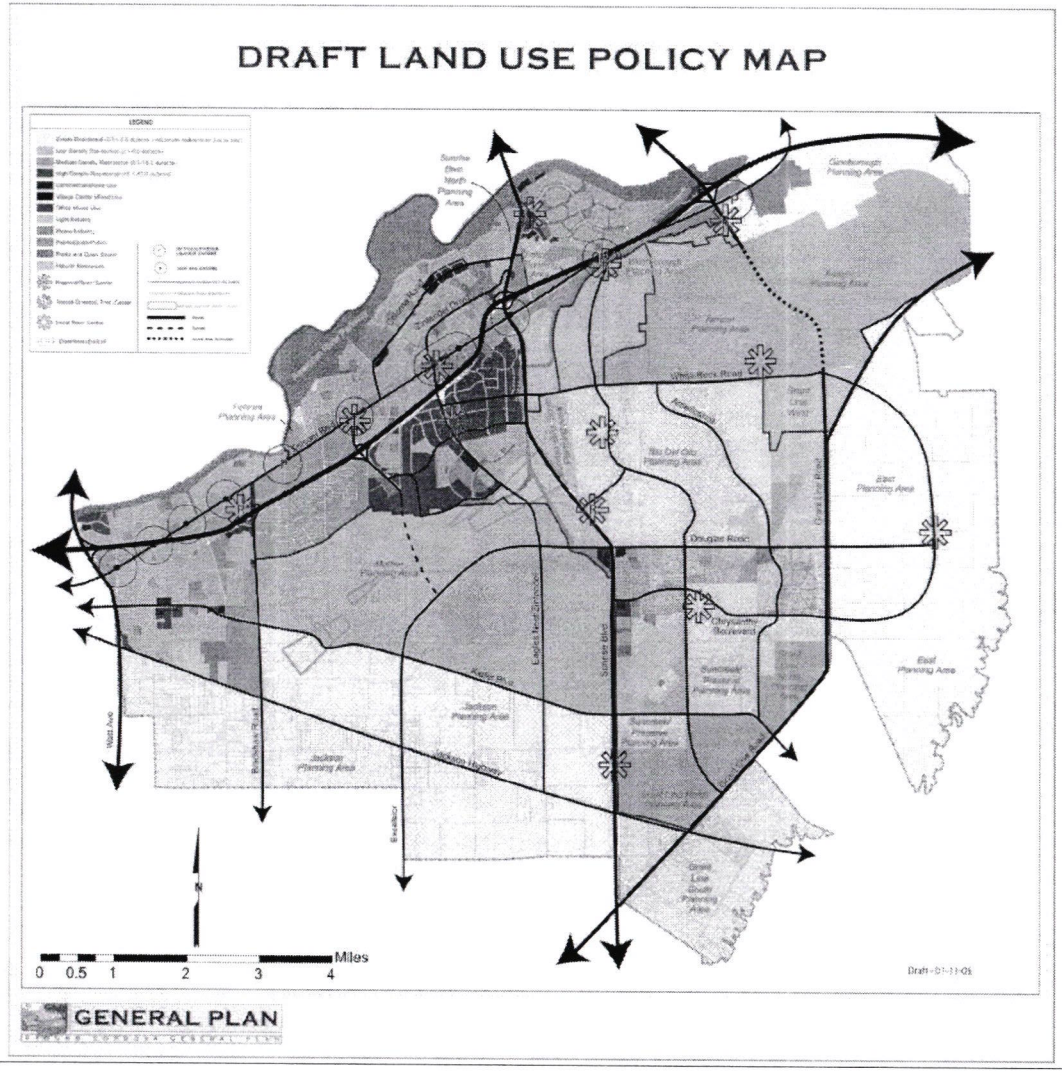
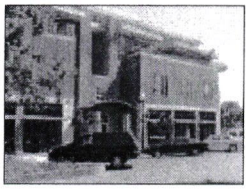
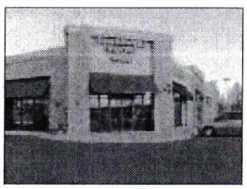
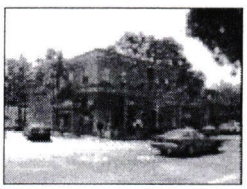
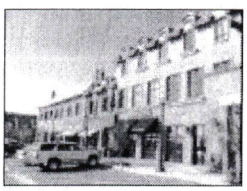


Exhibit A

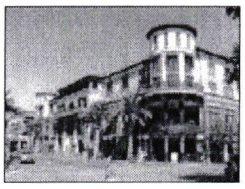
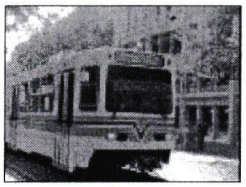
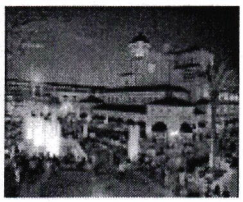
Land Use Designations

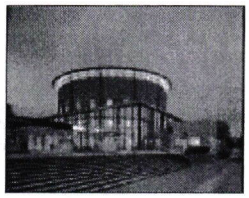
These land use designations describe the intended types of uses for each of the land use types illustrated on the General Plan Land Use Map.

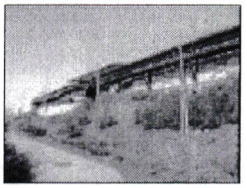
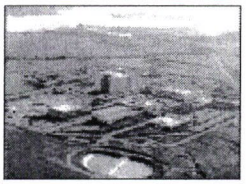
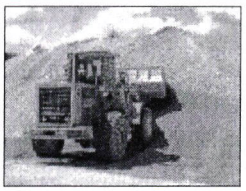
Non-Residential and Mixed Land Uses		
Designation	**Typical Illustration**	**Notes**
Residential Mixed Use		Predominately residential development at medium to high densities, which may include ground floor retail office and/or service uses that are vertically integrated[1]. *Note: To be fully implemented, this land use designation will require the adoption of new zoning designation(s).*
Commercial Mixed Use		Predominately retail and service commercial development that may include office use. Residential uses are permitted when specified conditions are met. These uses may be vertically or horizontally integrated[2]. *Note: To be fully implemented, this land use designation will require the adoption of new zoning designation(s).*
Office Mixed Use		Predominately office development that may include retail and service, as well as residential uses. These uses may be vertically or horizontally integrated. *Note: To be fully implemented, this land use designation will require the adoption of new zoning designation(s).*
Village Center Mixed Use		Generally characterized by vertically or horizontally integrated retail, office, and professional uses that serve daily shopping needs of nearby residents, such as: • Supermarkets • Drug stores • Restaurants • Services May also include medium-high density residential development. Village Centers are sized to match the market demand of approximately 10,000 to 15,000 persons. *Note: To be fully implemented, this land use designation will require the adoption zoning amendments.*

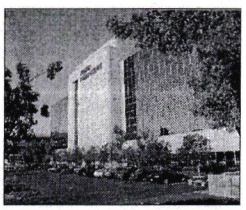
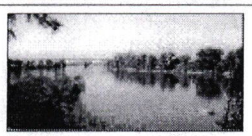
[1] "Vertically integrated" – Uses mixed in a multi-story building, such as residential apartments above ground-floor retail or office, or offices above retail. *See: "Horizontally integrated"*

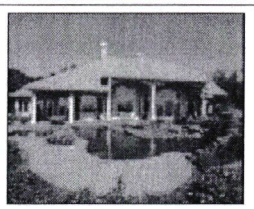
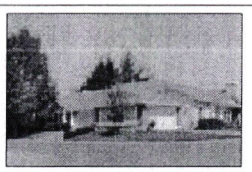
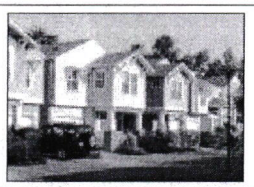
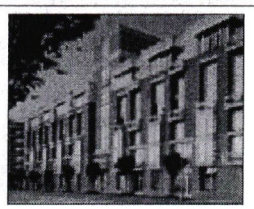
[2] "Horizontally integrated" – Uses mixed on a site or in a development where different uses are adjacent to each other and not vertically integrated.

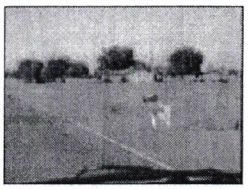
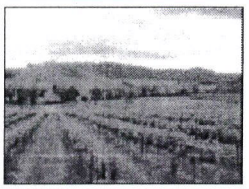
Non-Residential and Mixed Land Uses		
Designation	**Typical Illustration**	**Notes**
Town Center Mixed Use		Generally characterized by a mix of retail, office, and professional uses that serve regular and special shopping needs not met by the uses in a Village Center. Typical uses include: • Larger retail stores • Restaurants • Lodging • Entertainment • Indoor and outdoor recreational facilities • Business and professional offices Town Centers are vibrant destination places with daytime and nighttime activities. Residential densities are medium to high. Town Centers are sized to meet the needs of approximately 35,000 to 45,000 persons, and may meet regional office or retail needs in addition to local needs. Uses may be vertically or horizontally integrated. *Note: To be fully implemented, this land use designation will require the adoption of zoning amendments.*
Transit-Oriented/Town Center Mixed Use		Generally characterized by vertically integrated office, retail, and residential uses developed in a multi-story configuration. These integrated developments are built in and around light rail and other transit stations, providing new housing opportunities and practical alternatives to vehicle mobility. Includes residential development at densities of up to 80 units per acre. *Note: To be fully implemented, this land use designation will require the adoption of zoning amendments.*
Regional Town Center		Generally characterized by a mix of vertically or horizontally integrated retail, office, and residential uses that serve a larger region (within 30 to 60 minutes' driving time, or approximately 100,000+ population). Typical uses will include: • Large retail stores (100,000 SF and larger) anchoring retail centers of up to 900,000 SF • Entertainment • Restaurants • Lodging • Indoor and outdoor recreational facilities • Business and professional offices Regional Town Centers are vibrant destinations places for the entire region. ~~Uses~~ M~~m~~ay ~~also~~ include ~~offices, and~~ residential development at densities of up to 80 units per acre *Note: To be fully implemented, this land use designation will require the adoption of zoning amendments.*

Non-Residential and Mixed Land Uses		
Designation	**Typical Illustration**	**Notes**
Downtown District		Designates the area in which civic uses such as City Hall, post office, courthouse, police, and fire stations would be located. Other land uses in the Downtown District would be established by the underlying land use designation, which includes a Transit Oriented and a Local Town Center, along with ~~and~~ a variety of ~~mixed use~~mixed-use commercial, office, and residential designations. The intent is to create a vibrant central business core for the community anchored by civic uses. *NOTE: This would be an overlay zone independent of the other land use designations.*

Industrial Land Uses		
Designation	**Typical Illustration**	**Notes**
Light Industry		Generally characterized by industrial or manufacturing ~~activities which~~activities that occur entirely within an enclosed building.
Heavy Industry		Generally characterized by industrial or manufacturing ~~activities which~~activities that may occur inside or outside of an enclosed building. Surface mining and related activities are permitted within this land use designation.
~~**Mining**~~		~~Surface mining and related activities~~

Public, Quasi-Public, and Open Space Land Uses *Note: These categories will typically be applied to lands after acquisition by the City or another agency has occurred, or after the acceptance of roadways by the City or Caltrans, and are intended to reflect existing land uses, rather than planned facilities.*		
Designation	**Typical Illustration**	**Notes**
Public/Quasi-Public		Includes a variety of public and other land uses, including: • Lands owned by the City of Rancho Cordova and other public agencies • Schools, colleges, and universities • Churches, synagogues, temples, and other places of worship • Hospitals • Cemeteries
Parks and Open Space		Includes public parks and other public facilities owned by the Cordova Recreation and Park District or other public agencies and lands which have been reserved for open space uses such as lakes, trails, golf courses, and similar uses. Included in this category are commercial recreation facilities principally oriented to outdoor uses.
Natural Resources		Lands set aside as natural habitat.

Residential Land Uses		
Designations	**Typical Illustration**	**Notes**
Rural Residential (0.1 - 0.5 du/ac = minimum 2-acre to 10-acre lots)		Designates areas near the edge of the City in a more natural setting where larger ranchette-style homes on two- to ten-acre lots are predominant. May include limited farming and agriculture use. ~~Minimum lot size: 2 to 10 acres.~~
Estate Residential (0.51 – 2.0 cu/ac = minimum half-acre to 2 acre lots)		Generally characterized by larger "executive" homes on generous lots ranging in size from one-half acre to two acres in size. Appropriate for urban to rural transition areas, significant natural areas, and integrated into neighborhoods with a variety of housing types. ~~Lot sizes range from ¼ ½ acre to 2 acres~~
Low Density Residential (2.1 - 6.0 du/ac)		Predominantly single family detached homes in traditional neighborhoods. Representative densities are consistent with the majority of the older housing stock in Rancho Cordova. ~~Lot sizes vary, generally from approximately 6,000 to 10,000 SF~~
Medium Density Residential (6.1 - 18.0 du/ac)		Generally characterized by small lot single family detached or single family attached (i.e. condominium/townhome-type) development. The wide variety of site development patterns and architectural styles that represent this density range is often referred to as "Village Residential".
High Density Residential (18.1+ - 40.0 du/ac)		Predominantly ~~Apartments~~apartments, condominiums, or clustered single family, generally in multi-story configurations. Parking ~~will generally be~~ is typically provided in traditional surface lots; parking structures may be used at higher densities.

Agriculture		
Designation/ Minimum Parcel Size (Acres)	**Typical Illustration**	**Notes**
Rural Agriculture 10 – 100 acre minimum parcel size		Rural areas where some agricultural uses may occur, but where residential homes on lots of 10 – 100 acres are the predominant land use.
General Agriculture 100+ minimum parcel size		Areas set aside for commercial agricultural production. Minimum parcel size is 100 acres to ensure economic viability for farming operations.

Other Designations	
Designation	**Notes**
Planning Areas	See the text of the Land Use Element for a general description of planned land uses in the Planning Area. Planning Areas are subject to the preparation of more detailed comprehensive plans.

Planning Area Descriptions

There are 14 individual Planning Areas as part of the General Plan Land Use Map. They are:

- Folsom Boulevard
- Sunrise Boulevard North
- Sunrise Boulevard South
- Westborough
- Rio del Oro
- Grant Line West
- ~~Sunrise Douglas~~Suncreek/Preserve
- Grant Line North
- Mather
- Jackson
- Grant Line South
- East
- Aerojet
- ~~Easton~~Glenborough
- Countryside/Lincoln Village

Folsom Boulevard Planning Area

Size: ±1,539~~708~~ acres
Dwelling Units: ± ~~5,880~~ 7,460
Residential Population Estimate: ± ~~16,050~~ 20,370
Employment Population Estimate: ± 44,100

This Area is PARTLY WITHIN the existing City Limits.

Conceptual Land Uses:

The Folsom Boulevard Planning Area will serve as the high-intensity development center of the City. Target land uses for this area include a series of Transit-Oriented and Regional Town Centers strategically located at light rail stations and freeway interchanges. These designations, along with other commercial nodes along Folsom Boulevard will be serve as catalysts for redevelopment of this corridor. Residential and Office Mixed Use designations will provide additional housing opportunities and developments that support transit ridership. The tallest buildings with residential densities near 80 units per acre will be developed here in a mixed-use setting (overall average density assumed is 20 units per acre). Development will take advantage of the proximity and availability of Light Rail to and from the Area. Much of the land within the Planning Area is visible from Highway 50, creating significant opportunity for identifiable project design that contributes to the enhanced character of the City. Utilities in this area should be placed underground and projects shall be designed to enrich the pedestrian environment along the cohesive streetscape corridor.

Partially included in the Folsom Boulevard Planning Area is the Downtown District. This District is where the City intends to locate its major civic facilities (city hall, police station, performing arts center, etc.). These uses may be located in an area generally designated for office or office mixed uses, where they would benefit from the location of other, complementary land uses such as retail, restaurants, and entertainment.

Conceptual Circulation and Transit:

Folsom Boulevard is the primary thoroughfare through the site, however several other roadways, including Zinfandel Drive and Sunrise Boulevard connect the Area to the Highway 50 corridor. Light Rail and the other public transit services that exist in the Area should be expanded to accommodate the greater number of people who will live there, as they should become viable alternatives to driving.

Environmental Conditions:

The Folsom Boulevard Planning Area does not contain any development constraints associated with environmental conditions. This planning area is already urbanized.

Timing:

As Folsom Boulevard has already been urbanized, revitalization efforts will need to be undertaken by both the City and landowners to remake the corridor into the vibrant mixed-use center that it is envisioned as. This process may take somewhere between ten and twenty years to accomplish and will require significant investment by various service providers.

The Folsom Boulevard Planning Area



Sunrise Boulevard North Planning Area

Size: ±88 acres
Dwelling Units: ± 280
Residential Population Estimate: ± 760
Employment Population Estimate: ± 2,640

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

The Sunrise Boulevard North Planning Area is the smallest of all the City's planning areas, encompassing the area directly west of Sunrise Boulevard and north of Highway 50. While currently an older retail area with many existing offices, this area should be redesigned with more intensive mixed-use (retail, office, and residential) activities, including a Village Center serving adjacent neighborhoods to the west. Given the commercial concentration in this area, it is estimated that new residential development in the planning area will occur at an average of 14 units per acre.

Conceptual Circulation and Transit:

Sunrise Boulevard is one of the primary accesses to the Area. Increasing travel demands on this roadway will necessitate some form of reengineering or redesign. At some level, a streetscape enhancement plan for improved pedestrian circulation and cohesive aesthetics should be devised for the Area.

~~Light Rail and B~~bus transit ~~also~~ serves the area and will continue to be a major transportation component. Alternative public transit such as trolley or other lighter fixed rail may be developed along this corridor in the future.

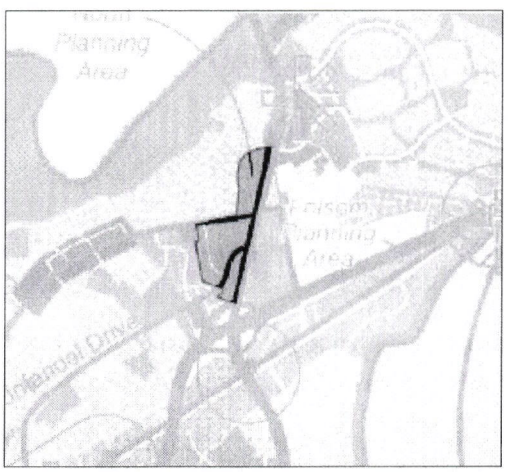
Environmental Conditions:

The Sunrise Boulevard North Planning Area does not contain any development constraints associated with the environmental conditions. This planning area is already urbanized.

Timing:

The Planning area has already been urbanized and will require revitalization efforts by both the City and landowners to remake the corridor into the vibrant mixed-use center that it could become. This process may take somewhere between ten and twenty years to accomplish and will require significant investment by various service providers.

The Sunrise Boulevard North Planning Area



Sunrise Boulevard South Planning Area

Size: ±~~842~~ 916 acres
Dwelling Units: ± 1,360
Residential Population Estimate: ± 3,710
Employment Population Estimate:

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

The Sunrise Boulevard South Planning Area includes the many commercial and industrial uses south of Highway 50 along the Sunrise corridor, stretching as far south as Douglas Road. This area will serve as a gateway to the new residential communities in the southeast portion of the City. Target uses for this area include both commercial mixed use and office mixed use. Commercial mixed use is primarily retail and service commercial development that may include office and/or residential use. Similarly, office mixed use is primarily business and professional office development that may include commercial and/or residential use. Residential uses in this Planning Area may not be located within the Mather Safety Zone and may be restricted in other areas based on noise and land use compatibility. Limited light industrial uses may be appropriate in some portions of the Planning Area. However, redevelopment policies/programs and reinvestment strategies will be developed to encourage the transition of existing industrial uses that may not be compatible with the changing nature of this area (e.g., auto wrecking). ~~The light industrial and auto wrecking activities should be relocated to other areas of the City and replaced with more intense uses. While a small percentage of development within the Planning Area will need to be at a low intensity due to the activities at Mather Field, the Area could be revitalized with commercial and residential uses. This could include several mixed use centers. Residential development assumptions are 8 units per acre.~~ Non-conforming provisions for existing uses in this area will allow for the continuation of industrial uses and conditional expansion of industrial uses where mitigation measures ensure compatibility with the evolving nature of this area.

Conceptual Circulation and Transit:

Sunrise Boulevard is the primary access to the Area. Increasing travel demands on this roadway will necessitate some form of reengineering or redesign. A streetscape enhancement plan should be devised for the Area.

Any new development should be pedestrian oriented in nature and provide amenities of the walking and cycling public. Public transit, especially the close proximity to Light Rail, should be considered as part of the revitalization of the Area. Trolley or other light fixed rail may be developed along this major north-south connector through the community.

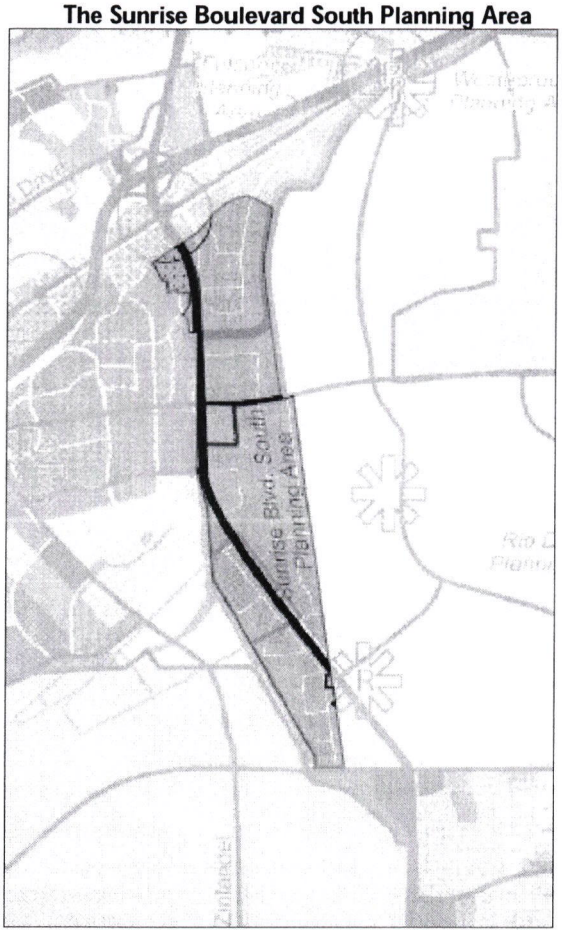
Environmental Conditions:

The Sunrise Boulevard South Planning Area contains a mix of developed and undeveloped land. The southern half of the planning area contains mine tailings and the northern half of the planning area is currently urbanized. This planning area also contains the Mather Airport safety zones, which would limit the types of development that would be permitted in this planning area. The Folsom South Canal forms the western boundary of this planning area.

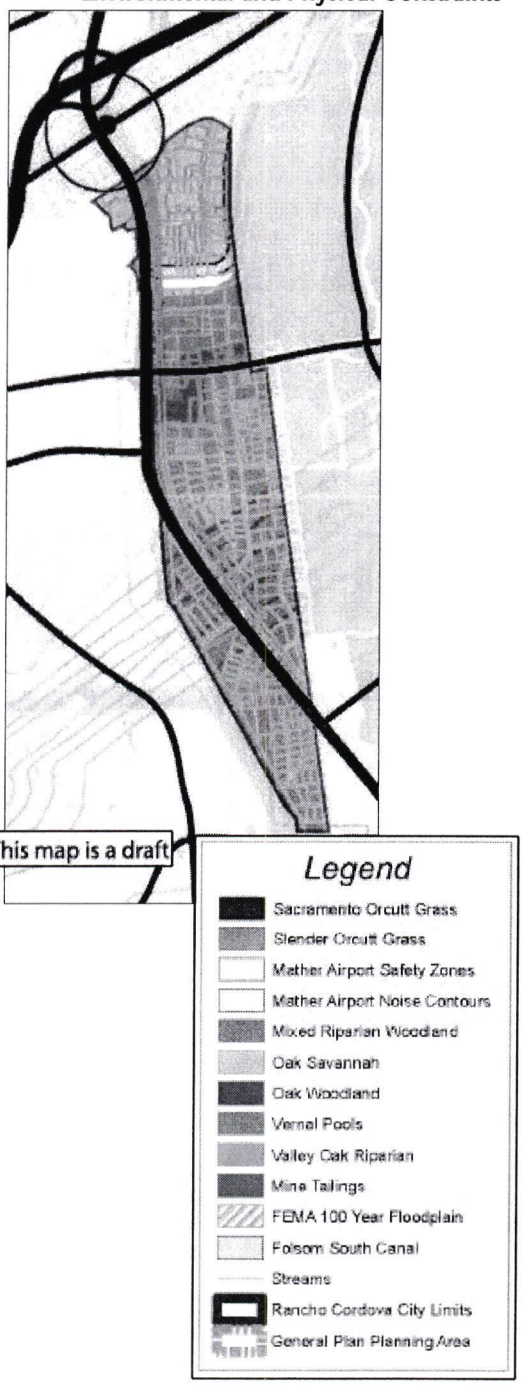
Timing:

The Planning area has already been urbanized and will require revitalization efforts by both the City and landowners to remake the corridor into the vibrant mixed-use center that it could become. This process may take somewhere between ten and twenty years to accomplish and will require significant investment by various service providers.

The Sunrise Boulevard South Planning Area



Environmental and Physical Constraints



Westborough Planning Area

Size: ±1518 acres
Dwelling Units: ~~6,000~~ ± 5,260
Residential Population Estimate: ~~16,380~~ ± 14,360
Employment Population Estimate: ± 6,780

This Area is PARTLY WITHIN the existing City Limits.

Conceptual Land Uses:

The Westborough Planning Area features primarily residential development focused around a Regional Town Center at the new Jaeger Road/Highway 50 interchange. The Regional Town Center will likely feature significant retail shopping with other restaurant, service, office, and residential uses at a density of ~~on-site residential accommodations in the range of~~ 15 to 25 units per acre. Entertainment venues may be a key component of the Town Center.

Two Village Centers will serve the daily commercial needs of the future residents of Westborough. ~~It will~~The Planning Area will probably be made up of five to six neighborhoods. Because of the area's proximity to Highway 50 and Light Rail the overall residential densities will be on the high end of the Low Density Residential Land Use Designation and in some portions may feature single-family developed as high as 12 units per acre.

In addition to the employment opportunities associated with the Regional Town Center and Village Centers, the project will include Office Mixed Use and Light Industrial property in the northern portion of the site along Folsom Boulevard with access to transit and the new Highway 50 interchange.

Development within the Planning Area will take into consideration and build upon the opportunities presented by the location and route of the Folsom South Canal. Potential features include bicycle/pedestrian/running trails and commercial paseos and residential development fronting onto the canal.

Conceptual Circulation and Transit:

The primary circulation pathways into and around Westborough will be Folsom Boulevard, Highway 50, and the new Sunrise Reliever ~~Jaeger Road~~. Light Rail and other future public transit services will play a vital role in moving people at all hours of the day and will provide a solid alternative to driving.

On and off-street bicycle routes will weave in and around the Planning Area and serve to interconnect all of the uses together. They will provide a secondary connection to the City via the Folsom South Canal and other on-street bikeways.

Environmental Conditions:

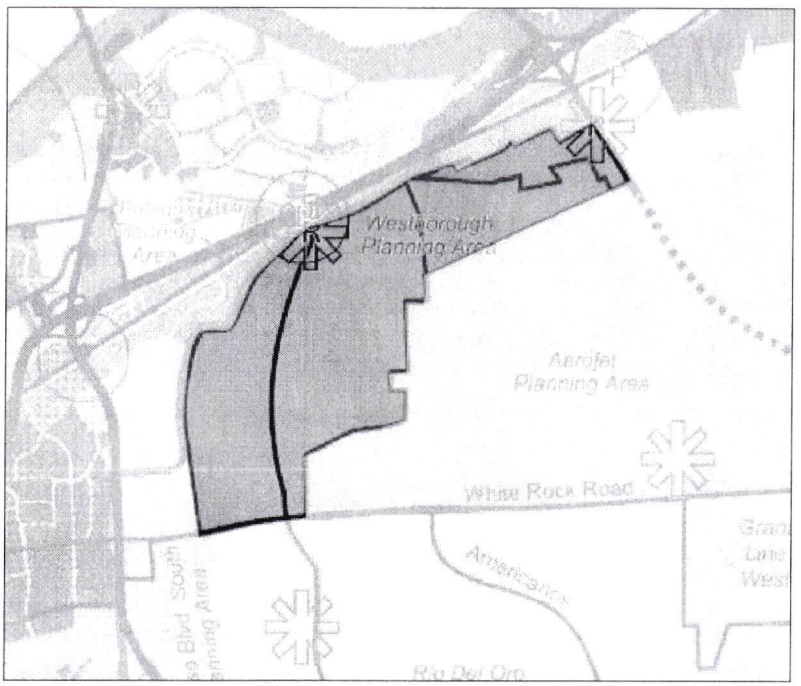
The Westborough Planning Area contains mine tailings and Buffalo Creek. Additionally, a portion of the Folsom South Canal runs along the northwestern and western edge of this planning area. Impacts to Buffalo Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The Folsom South Canal would act as a barrier to development along the western edge of the planning area.

The majority of the Westborough Planning Area is part of the Aerojet land holdings that were used as buffer lands. However, two areas near the eastern edge of the Planning Area may have been used for operations and are subject to the requirements of the Aerojet General Corp. Superfund site. The Superfund site encompasses groundwater contamination and potential soil contamination associated with past operations at Aerojet. Cleanup of the area under Superfund would be required before development can occur. The remaining acreage is cleared for development subject to CEQA review.

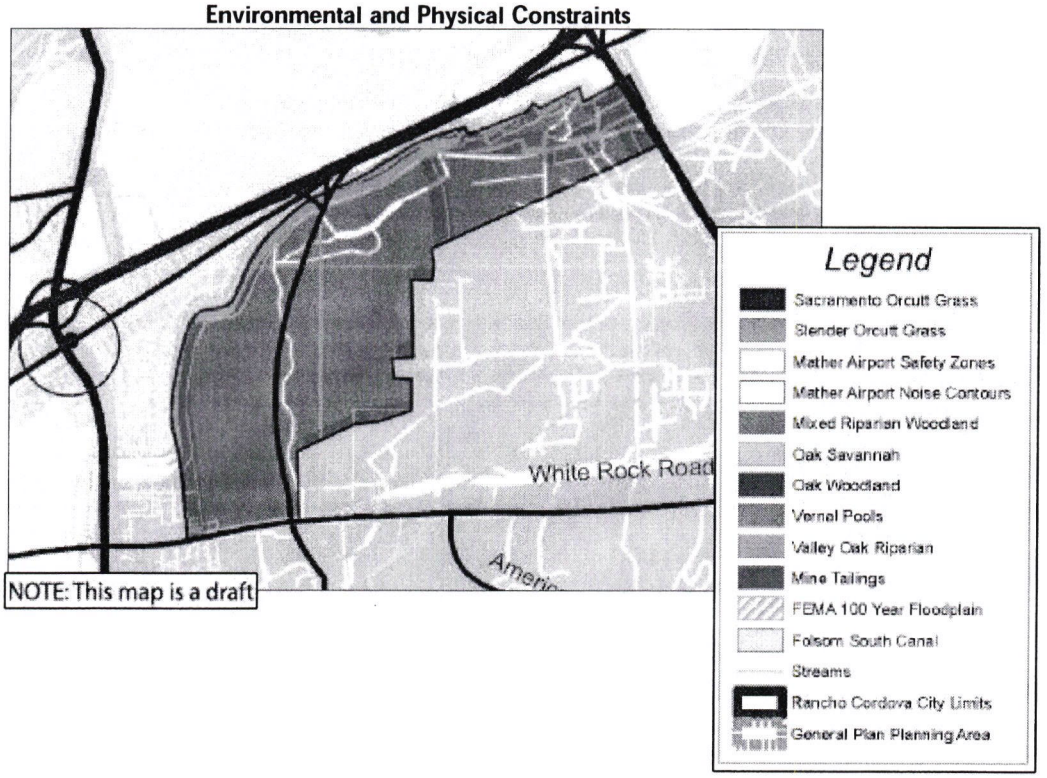
Timing:

The Westborough area will likely be developed in the next five to ten years. Its proximity to existing development and it potential for easy integration into the existing urban framework make it an ideal candidate for City expansion. Work has recently been completed on soil remediation and toxic cleanup and the area is now prime for urban activities.

The Westborough Planning Area



Environmental and Physical Constraints



Rio del Oro Planning Area

Size: ±3765 acres
Dwelling Units: ~~9,140~~ ± 11,660
Residential Population Estimate: ~~24,950~~ ± 31,830
Employment Population Estimate: ± 14,230

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

This undeveloped area is the subject of a pending development application with a land plan based on the City's "building blocks" concept. The Rio del Oro Planning Area would contain a mix of low, medium, and high-density residential units with an average density of approximately 8 units per acre. Residential areas would be developed ~~to accommodate pedestrian use and clustered in a manner that promotes the Village/Village Center concept~~as an interconnected series of walkable neighborhoods served by Neighborhood Center and Village Centers. The Area may be served by as many as three Village Centers, which provide the daily commercial needs of the residents. As many as 9 neighborhood centers could be developed throughout the planning area.

A Regional Town Center containing commercial, commercial mixed use, and shopping facilities would also be located in the planning area along Sunrise Avenue. ~~The Area may be served by as many as three Village Centers, which provide the daily commercial needs of the residents. As many as 9 neighborhood centers could be developed throughout the planning area.~~

Additional land uses in the planning area may include office and light industrial uses~~, public/quasi-public uses shopping centers~~, and open spaces. Light industrial uses would be mainly located within the Mather Safety Zone~~along Sunrise Boulevard~~, while office may be clustered closer to residential areas to promote alternative modes of transportation.

Conceptual Circulation and Transit:

The Planning Area is bounded on the north by White Rock Road and on the south by Douglas Road. Two main arterials generally meandering from north to south would bisect the planning area and serve as collectors for traffic in and out of the neighborhood areas. One arterial (Sunrise reliever) would be routed towards the general area of the Town Center to further promote its use, while the other collector (Americanos Drive) would serve to connect residential areas to White Rock Road and Douglas Road.

Environmental Conditions:

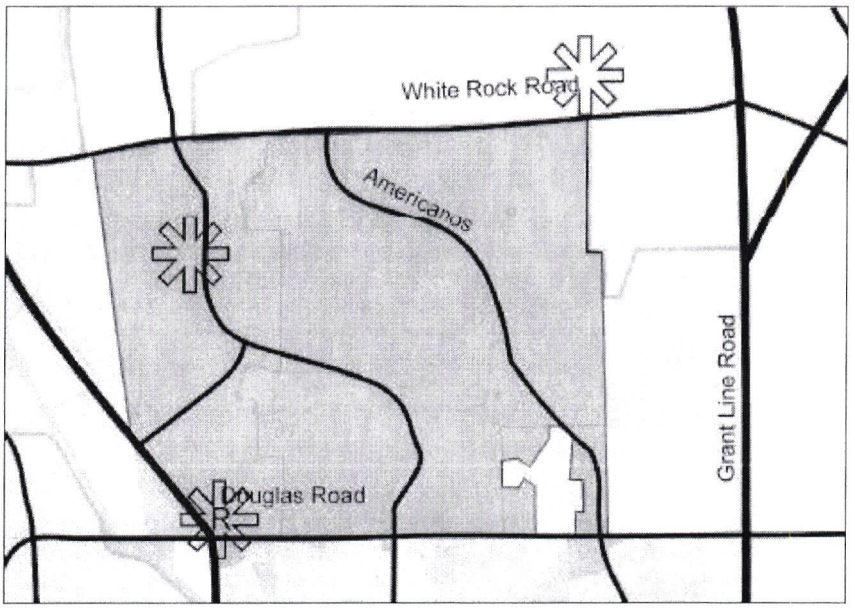
The Rio Del Oro Planning Area is located on a former rocket testing facility. The site is subject to the requirements of a Consent Order with the California Department of Toxic Substances Control (DTSC). Approximately 1,114 acres of the Rio del Oro Planning Area were removed from the Order in 1997, which includes the western edge of the Planning Area. Approximately 2,800 acres are still under the Consent Order. Currently the areas of concern and the groundwater are undergoing various levels of review and/or remedial action. Cleanup of the remaining 2,800 acres would be required before development can occur in the areas under the Order. The 1,114 acres are cleared for development subject to CEQA review.

The Rio del Oro Planning Area contains mine tailings, vernal pools, Morrison Creek and the Mather Airport safety zones. Impacts to the vernal pools would require permits from the U.S. Army Corps of Engineers. Impacts to Morrison Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The planning area also contains valley elderberry shrubs, which host the protected valley elderberry longhorn beetle. Removal of the shrubs requires consultation with the U.S. Fish and Wildlife Service. The Mather Airport safety zones would restrict the type of land uses that could be located within portions of the planning area.

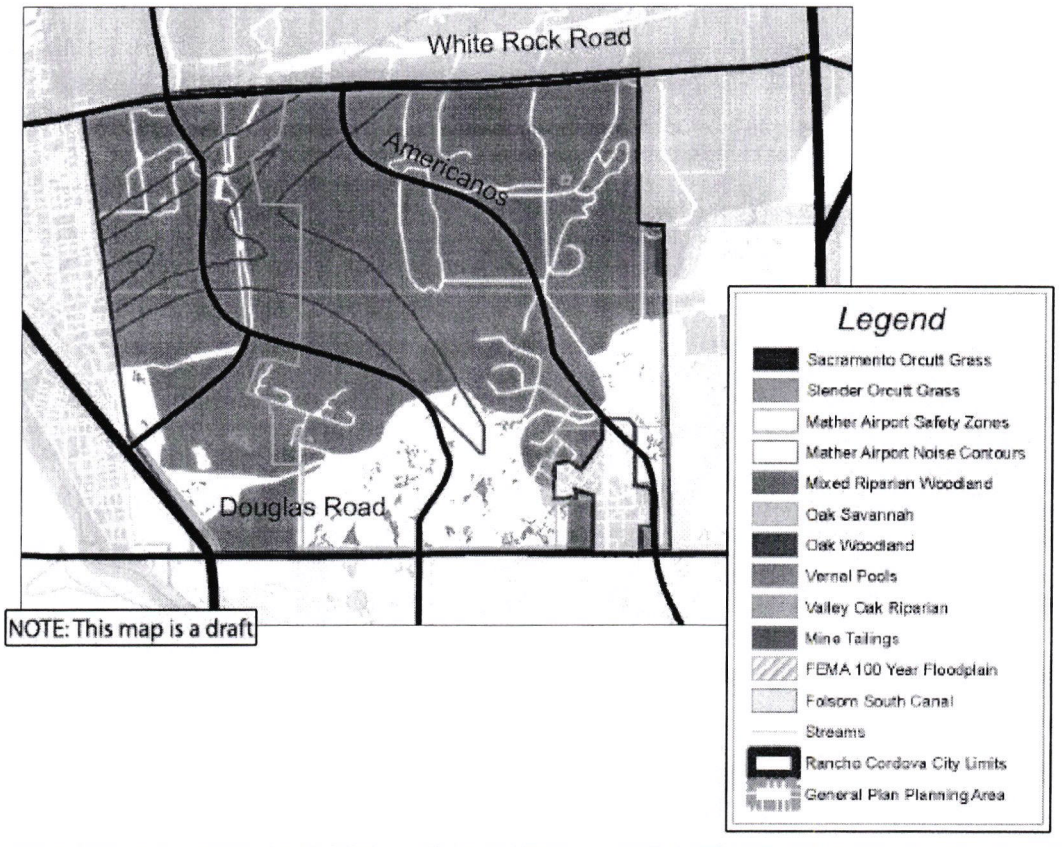
Timing:

The Rio del Oro Planning Area will likely be developed within the time horizon of this Plan.

The Rio del Oro Planning Area



Environmental and Physical Constraints



Grant Line West Planning Area

Size: ±1306 acres
Dwelling Units: ± 4,100
Residential Population Estimate: ± 11,190
Employment Population Estimate: ± 1,100

This Area is PARTLY WITHIN the existing City Limits.

Conceptual Land Uses:

Based on the City's "Building Blocks" concept, target uses in t~~T~~he Grant Line West Planning Area ~~may~~ will contain a mix of medium and high-density residential units with an average density of approximately 8 units per acre. Residential areas would be developed to accommodate pedestrian use, ~~and clustered in a manner that promotes the Village/Village Center concept.~~. As many as six neighborhoods could be developed with up to two on-site Village Centers. The project would also be served by a Local Town Center north of the Planning Area and may include a small amount of business and professional office.

~~A Local Town Center and two Village Centers would be located within the Planning Area. As many as six neighborhood centers could be developed.~~

Conceptual Circulation and Transit:

Development within the Grant Line West Planning Area is primarily served by Douglas Road, Grant Line Road, and White Rock Road. All three roadways will need to be expanded and upgraded to accommodate the potential increase in users. Local roadways will serve the individual neighborhoods, connecting them to the larger City and region.

A series of trails and bikeways is envisioned for the Planning Area, providing alternative modes of transportation and recreational opportunities for the residents. Public transit would round off the travel options. Potentials include Bus Rapid Transit (BRT) lines along all three major roadways around the Planning Area or even a Light Rail (LRT) line along Grant Line Road.

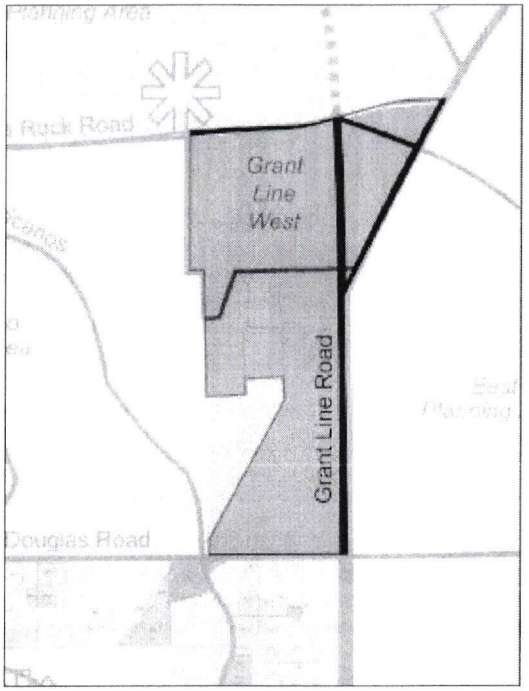
Environmental Conditions:

The Grant Line West Planning Area contains mine tailings, Morrison Creek and vernal pools. Impacts to the vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to Morrison Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

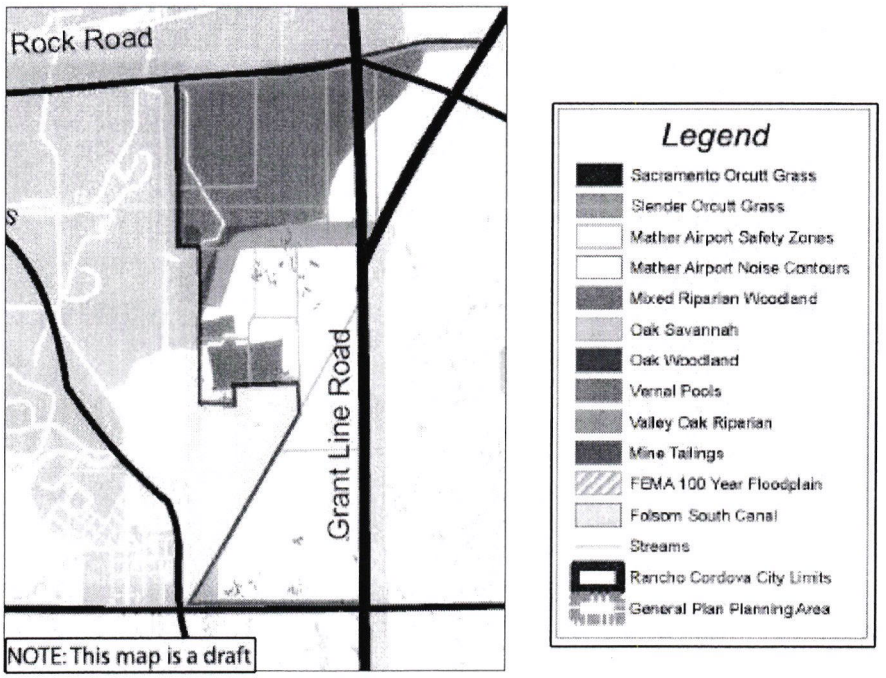
Timing:

The Grant Line West Planning Area will likely be developed within the timeframe of this Plan.

The Grant Line West Planning Area



Environmental and Physical Constraints



Suncreek/Preserve Planning Area

Size: ±1762 acres
Dwelling Units: ± ~~6,610~~ 9,830
Residential Population Estimate: ± ~~18,050~~ 26,840
Employment Population Estimate: ± 3,170

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

The ~~Sunrise Douglas~~Suncreek/Preserve Planning Area is within the approved Sunrise Douglas ~~Specific Plan~~Community Plan area. Based on previous approvals and current development requests, ~~l~~Land uses in the Suncreek/Preserve P~~p~~lanning ~~area~~ Area could result in the development of approximately 1,200 acres of single-family and multi-family residential areas, accompanied by 450 acres of supporting commercial, office and mixed uses, 175 acres designated for community and neighborhood parks, and 150 acres for elementary, middle, and high school sites.

A Local Town Center and two Village Centers would service the Planning Area. Between six and eight neighborhood centers could be developed throughout.

Conceptual Circulation and Transit:

Chrysanthy Boulevard runs along the northern edge of the Planning Area. Americanos and Jaeger Roads run north-south through the Area. Additional connections include Sunrise Boulevard on the west, Kiefer Road on the South, and Grant Line Road on the East.

The Planning Area will include various recreational trails and facilities. Public transit service will be provided and will connect with the existing transit system, particularly the Light Rail line to the north. A Bus Rapid Transit or ~~Light Rail~~ trolley/fixed rail ~~extension~~ line could serve the area via Grant Line Road and/or Sunrise Boulevard.

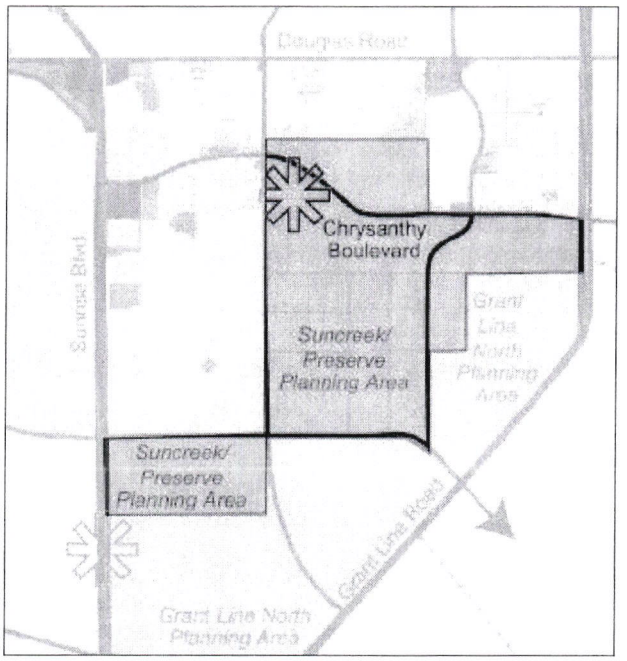
Environmental Conditions:

The ~~Sunrise Douglas~~Suncreek/Preserve Planning Area contains vernal pools and Laguna Creek. Impacts to the vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to Laguna Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

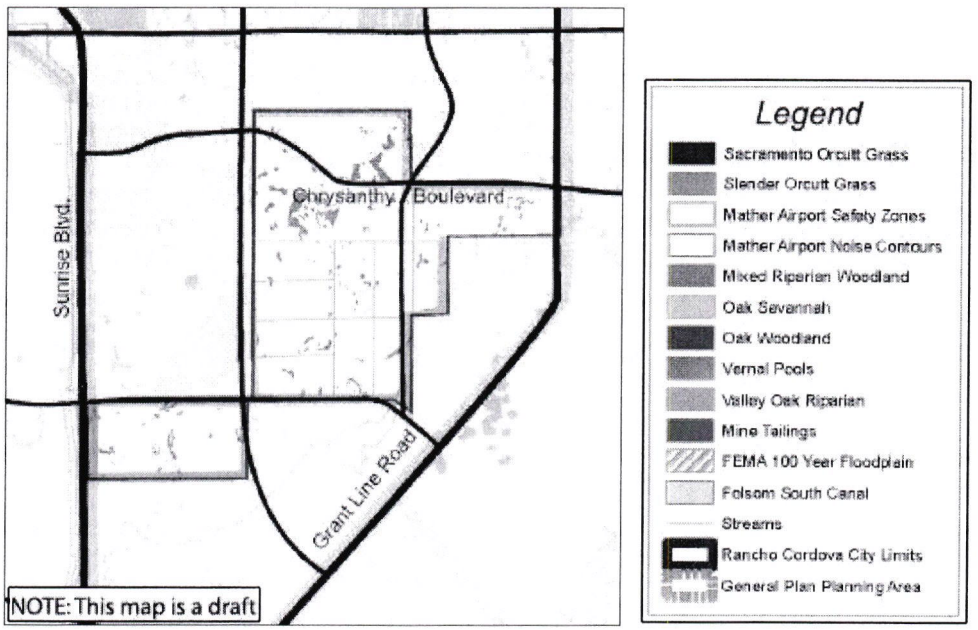
Timing:

The ~~Sunrise Douglas~~Suncreek/Preserve Planning Area will likely be developed in the next 10 to 15 years.

Suncreek/Preserve Planning Area



Environmental and Physical Constraints



Grant Line North Planning Area

Size: ±1847 acres
Dwelling Units: ~~5,420~~ ± 6,080
Residential Population Estimate: ~~14,800~~ ± 16,600
Employment Population Estimate: ± 4,250

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

The Grant Line North Planning Area ~~would be developed to accommodate pedestrian use and clustered in a manner that promotes the Village/Village Center concept~~is a Greenfield site that would be developed in accordance with the City's "Building Blocks" concept of neighborhoods, villages, and districts. Planned land uses would include a mix of low, medium, and high-density residential units with an average density of approximately 8 units per acre, as well as mixed use areas consisting of commercial/residential units.

Two Village Centers and between five and seven neighborhood centers could be developed throughout the planning area. Employment opportunities would be provided in the Village Centers and office mixed-use areas. While the County-owned property in the northern portion of the site may not be developed within the horizon of the General Plan, assumptions for that area include residential neighborhood development in keeping with the City's building blocks concept. The anticipation is that this area would integrate seamlessly with other residential areas west of Grant Line Road.

Conceptual Circulation and Transit:

Grant Line North is served by Grant Line Road on the south and east, Sunrise Boulevard on the west, and by Jaeger and Americanos Roads, and Kiefer Boulevard.

The Planning Area will include various recreational trails and facilities. Public transit service will be provided and will connect with the existing transit system, particularly the Light Rail line to the north. A Bus Rapid Transit or Light Rail extension line could serve the area via Grant Line Road and/or Sunrise Boulevard.

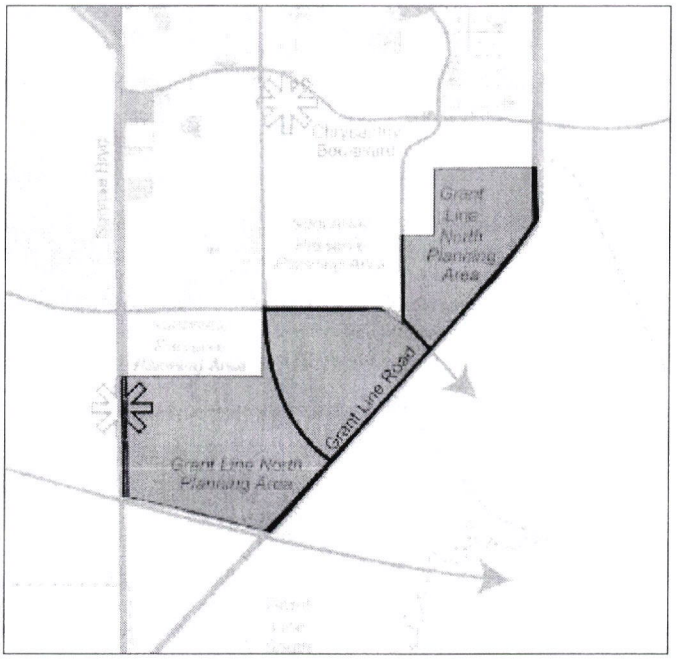
Environmental Conditions:

The Grant Line North Planning Area contains vernal pools, Sacramento ~~o~~Orcutt grass, Laguna Creek, and Blodgett Reservoir. Impacts to the vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to Sacramento ~~o~~Orcutt grass would require consultation with the U.S. Fish and Wildlife Service, as this is a federal endangered species. Impacts to Laguna Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. Impacts to creeks/streams may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

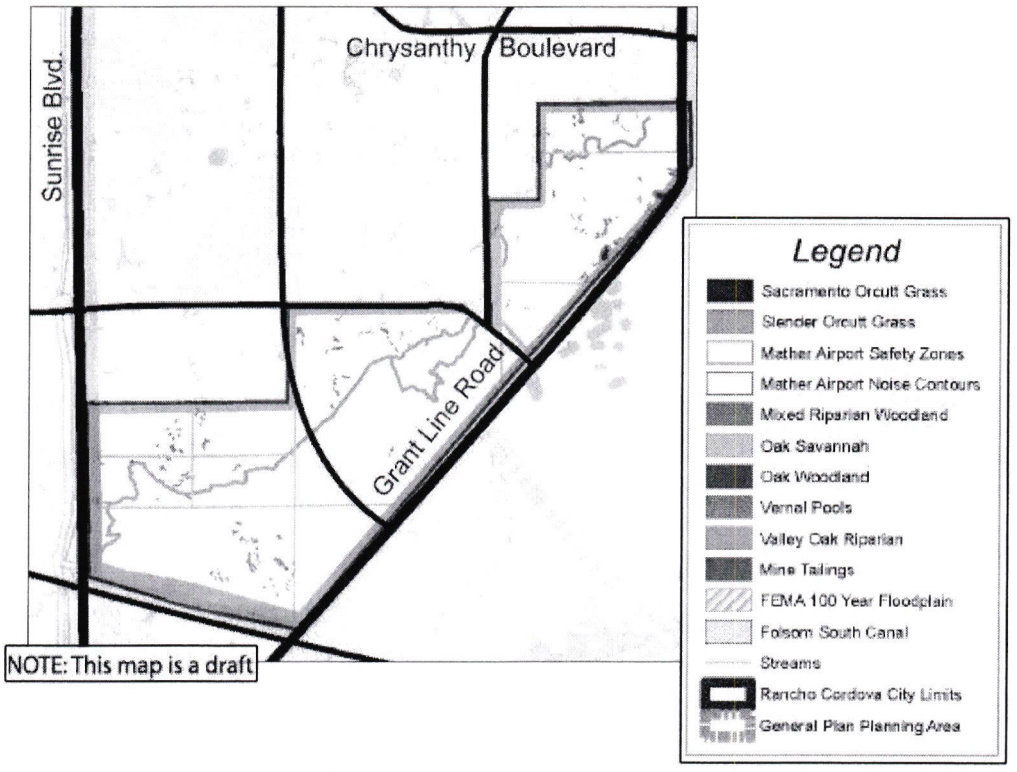
Timing:

The Grant Line North Planning Area will likely be developed within the time horizon of this Plan.

Grant Line North Planning Area



Environmental and Physical Constraints



Mather Planning Area

Size: ±6353 acres
Dwelling Units: ~~3,060~~ ± 2,050 (includes approximately 1,200 existing units at Independence at Mather)
Residential Population Estimate: ~~8,350~~ ± 5,600
Employment Population Estimate: ± 10,720

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

Because of the required safety zones and the various flight patters into and around Mather Field, in conjunction with the environmentally sensitive habitat and regional park site, large portions of the Mather Planning Area will need to remain undeveloped. Areas that have the highest potential for development are those near the intersection of Jackson Highway and Sunrise Boulevard and those north of Kiefer Boulevard along Bradshaw Road. ~~Lands close to the flight line may develop as low density or estate residential or as light industrial. Development may increase in density as the distance from the airfield increases.~~

In the southeast corner of the site, 450 acres are planned for a college (Legionaries of Christ) development with a capacity of approximately 7,000 students. This project would support development of limited on-site residential, office, and commercial uses north of Kiefer Boulevard. Other target uses in the Planning Area include office and light industrial uses west of Mather Field. Existing residential development includes Independence at Mather and all new residential development is assumed for proximity to and association with the college development in the southeast and southern portion of the Planning Area.

Mather Field itself is a vital component of the regional transportation system. It will continue to play a key role in bringing goods into Rancho Cordova and the surrounding communities, as well as exporting local services around the world. Operations are likely to expand and their presence could help create a synergy between many industrial and aeronautical services and the activities at the airport.

~~As many as six neighborhood centers and two village centers may be developed within the Mather Planning Area. It is unlikely that enough development would occur to necessitate a Local Town Center within the Planning Area.~~

Conceptual Circulation and Transit:

To accommodate development within and surrounding the Mather Planning Area, it is envisioned that several roadways leading into and around the area will need to be expanded or extended in some fashion. These include Kiefer Boulevard, Eagles Nest/Zinfandel Drive, and Excelsior/Douglas Road.

While many of the vernal pools and marshlands within the Planning Area may remain off-limits to people, the site's proximity to urban development around the Area encourage the development of new recreational trails and facilities.

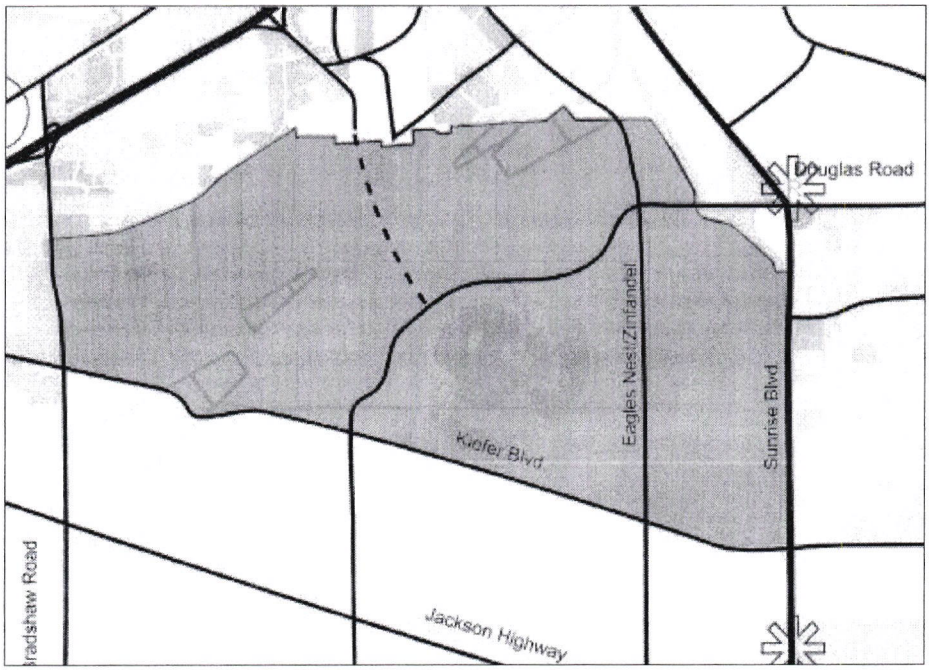
Environmental Conditions:

The Mather Planning Area contains vernal pools, Morrison Creeks, the Mather Airport safety ~~zones~~zones, and the Mather Airport noise contour. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to Morrison Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The airport safety zones and noise contours restrict the types of uses that can be located within portions of this planning area.

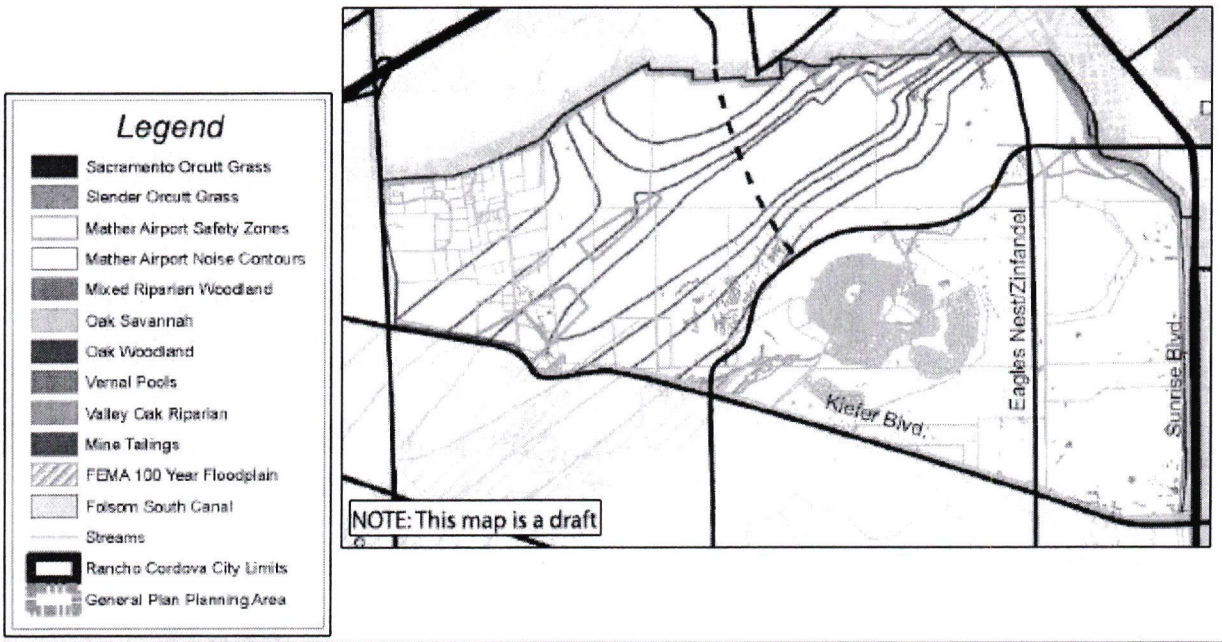
Timing:

Development along the north side of the Planning Area will probably occur at various stages over the next twenty years as operations at Mather Field expand. The south side will probably remain undeveloped for the timeframe of this Plan.

The Mather Planning Area



Environmental and Physical Constraints



Jackson Planning Area

Size: ±8730 acres
Dwelling Units: ~~10,190~~ ± 6,530
Residential Population Estimate: ~~27,820~~ ± 17,830
Employment Population Estimate: ± 29,420

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

Because the Jackson Planning Area is located along the perimeter of the City's General Plan Planning Area Boundary, land uses in this area will serve to transition from urban to rural uses at the City's "edge". Because of the required safety zones and the various flight patters into and around Mather Field, in conjunction with the industrial development west of the site, large portions of the central and western Jackson Area will remain undeveloped or in a office mixed use, public/quasi-public, light industrial, or heavy~~n~~ industrial designation with some supporting commercial. Central portions of the Planning Area contain floodplains, creeks, and vernal pools. Developable portions of this area is expected to be developed with a wide range of residential, commercial, office, and light industrial uses. The southern and eastern portions of the Jackson Planning Area will most likely develop as a series of ~~approximately 12~~ residential neighborhoods ~~made up of residential units in the Estate and Low Density Residential Land Use Designations,~~ with an averag~~e~~ing density of 4 dwelling units per acre.

Village Centers serving the Area may primarily be located along Bradshaw Road, Kiefer Boulevard, and Jackson Highway. There is a possibility that a Local Town Center may be warranted somewhere along Jackson Highway, depending upon the final size of the buildout.

Conceptual Circulation and Transit:

Development within the Jackson Planning Area will necessitate the expansion of all five major roads serving the area (Bradshaw Road, Kiefer Boulevard, Eagles Nest/Zinfandel, Excelsior/Douglas Road, and Jackson Highway). Their potential size will be in keeping with the rural character of the area, yet will need to support the demand placed on them.

As with the Mather Planning Area, the Jackson Planning Area will include various recreational trails and facilities. Public transit service may be provided as demand can support.

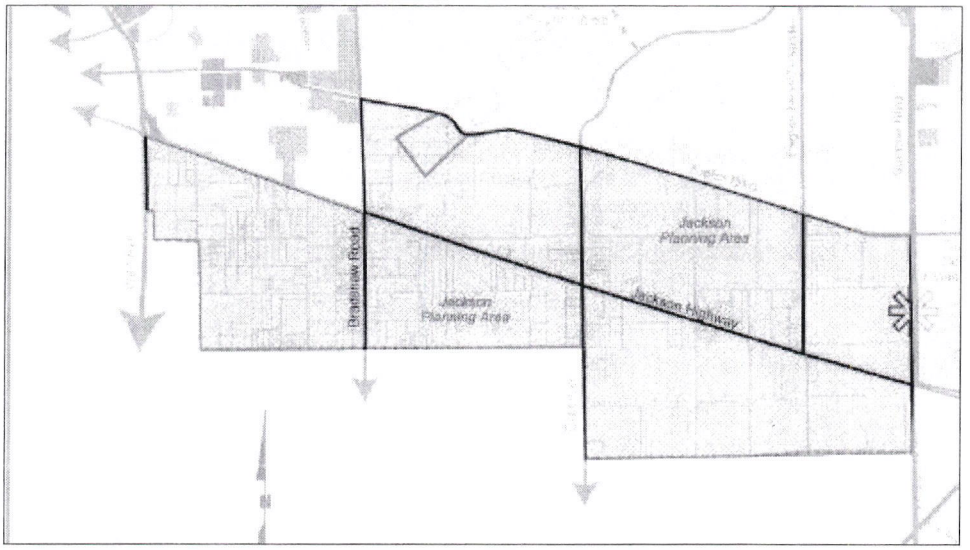
Environmental Conditions:

The Jackson Planning Area contains vernal pools and several streams/creeks, including Frye Creek, Laguna Creek, Morrison Creek, and Elder Creek. This planning area also falls within the 100-year floodplain and within the Mather Airport safety zones and noise contours. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to streams/creeks may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The 100-year floodplain, the Mather Airport safety zones and noise contours would restrict the type of land uses that could be constructed within portions of this planning area. The Planning Area includes an existing rendering plant that has incorporated upgrades to address odor issues associated with operations. As urban development continues to expand south, consideration should be given to the potential for additional mitigation and/or relocation of this facility.

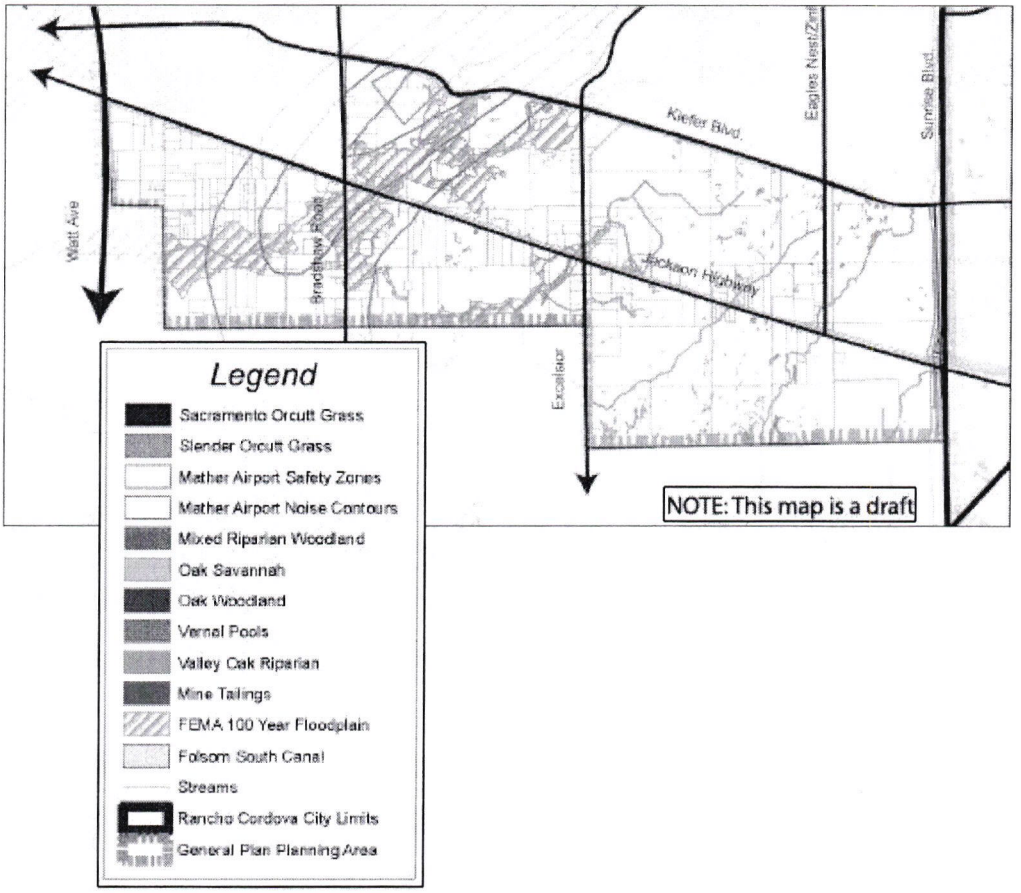
Timing:

Because of its location and proximity to other existing uses (Mather Field, surface mining operations, etc.) the Jackson Planning Area will probably not develop within the timeframe of this General Plan.

The Jackson Planning Area



Environmental and Physical Constraints



Grant Line South Planning Area

Size: ±2549 acres
Dwelling Units: ~~4,060~~ ± 2,780
Residential Population Estimate: ~~11,080~~ ± 7,590
Employment Population Estimate: ± 15,380

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

The Grant Line South Planning Area, which consists primarily of open space and abuts areas to the south that are planned to be retained for agricultural uses, is currently located outside the City limits of Rancho Cordova. ~~The Grant Line South Planning Area, which consists primarily of open space and abuts areas to the south that are planned to be retained for agricultural uses, is currently located outside the City limits of Rancho Cordova. However, because it lies within the City's Sphere of Influence, the General Plan will recommend uses that may be appropriate at such time as the planning area is annexed into the City.~~ Located along the perimeter of the City's General Plan Planning Area Boundary, land uses in this Grant Line South Planning Area will serve to transition from urban to rural uses at the City's "edge".

~~In addition, up~~Up to two Village Centers consisting of commercial, commercial mixed use, and mixed use residential/multi family units could be located in the planning area. Land uses may consist of small to medium grocery stores, drug stores, dry cleaners, coffee shops, and small restaurants. Mixed uses may feature retail/service at street level with residential uses above, and residential areas may consist of apartments or town homes.

Further, eight and ten neighborhood centers could be developed throughout the planning area, featuring such land uses as public or quasi-public buildings, elementary or middle schools, and neighborhood commercial uses such as markets, coffee shops, and small restaurants. Residential densities, especially along the outlying, southern portions of the Area would be limited in scale and density (approximately 4 units per acre on average). Most of the activity centers would be near the major roadway intersections.

Within the triangular-shaped property bound by Sunrise on the west, Jackson Highway to the north, and Grant Line Road to the southeast, target land uses include low-rise office, office mixed-use, and commercial mixed use. The goal is to have a vibrant employment center (with integrated residential units) that is accessible in proximity to several residential neighborhoods and outlying communities (e.g., Rancho Murieta , Amador County communities).

Conceptual Circulation and Transit:

As noted above, the convergence of three major roadways (Sunrise Blvd., Grant Line Road, and Jackson Highway) make the planning area an excellent regional location to consider for office and retail uses. The uses could be clustered along Grant Line Road and Jackson Highway, which would allow the innermost areas of the planning area to maintain an open space designation.

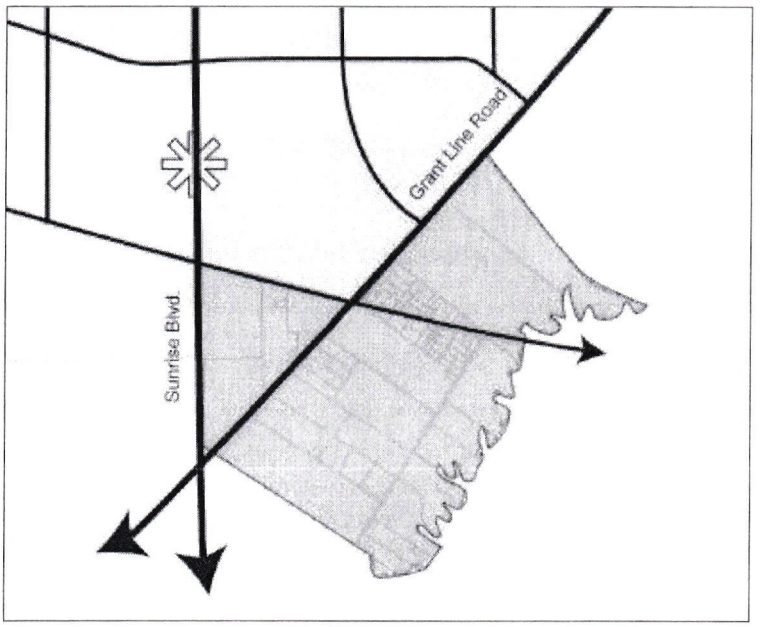
Environmental Conditions:

The Grant Line South Planning Area contains vernal pools. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers.

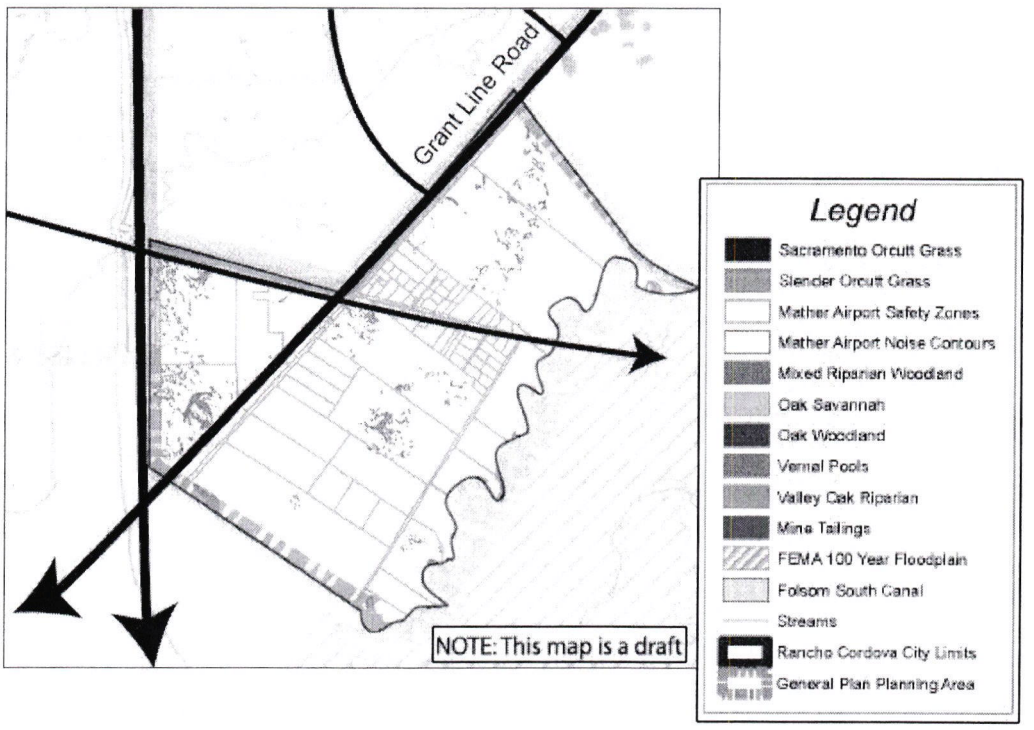
Timing:

The Grant Line South Planning Area will probably not begin developing for 30 years, based upon its location and proximity to the rest of the urban areas of the City. This places it outside the timeframe of this Plan. However, development within this Planning Area may occur within the General Plan time horizon if necessary conditions are met (e.g., infrastructure is provided, annexation is approved).

Grant Line South Planning Area



Environmental and Physical Constraints



East Planning Area

Size: ±7404 acres
Dwelling Units: ~~14,210~~ ± 9,410
Residential Population Estimate: ~~38,790~~ ± 25,690
Employment Population Estimate: ± 8,600

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

Since the East Planning Area borders on the County's Urban Services Boundary and the adopted 100 year flood plain, and contains many vernal pools and critical habitat for various threatened and endangered species, the East Planning Area will have a very dynamic mix of residential densities. Residential development near Grant Line Road and the proposed loop road should develop at densities similar to Grant Line West and ~~Sunrise Douglas~~Suncreek/Preserve (8 dwelling units per acre), but will reduce in density as it approaches the eastern boundaries of the General Plan Planning Area (probably averaging four units per acre and as low as one unit per two acres). This land use transition from urban to rural uses will help to define the City's "edge".

Residents in the Planning Area will probably be served by five or six Village Centers and likely one Local Town Center. The service area of the Town Center will include Grant Line West and North Douglas 1 and 2. In addition to the employment opportunities associated with the Village Centers and Local Town Center, target uses for the project include office mixed use and light industrial along portions of Grant Line Road and near the Town Center. Given the number of significant natural resources in this area of the City, the Planning Area should include a regional attraction that can integrate or take advantage of proximity to these natural resources (e.g., zoo, nature preserve with information/training center, natural resource museum, active/passive recreational center).

Conceptual Circulation and Transit:

Grant Line Road and Douglas Road are the primary access ways into the East Planning Area. An additional connection is proposed as a loop road from the White Rock Road/Grant Line Road intersection on the north to the Chrysanthy Boulevard/Grant Line Road interchange on the south.

A trail and open space system will be included in the development of the East Planning Area and will connect to the surrounding development.

Grant Line Road may serve as a potential alignment for a future Bus Rapid Transit or Light Rail line. Other public transportation services will be included as ridership demand warrants.

Environmental Conditions:

The East Planning Area contains vernal pools, Sacramento orcutt grass, cottonwood woodland habitat, recreation associated with the Prairie City OHV Park, streams/creeks, including tributaries to Laguna Creek and Deer Creek, and mine tailings. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to Sacramento orcutt grass would require consultation with the U.S. Fish and Wildlife Service. The cottonwood woodland habitat provides habitat for raptors, migratory songbirds and other species. Impacts to streams/creeks may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

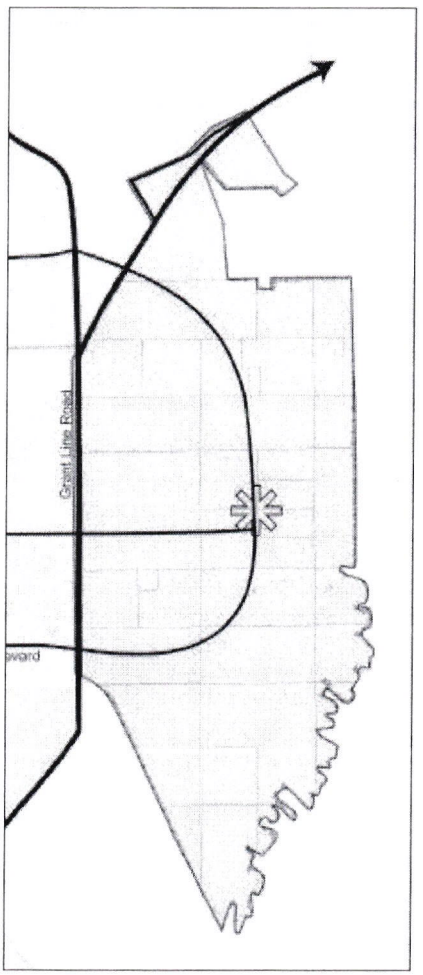
The majority of the Glenborough Planning Area is part of the Aerojet land holdings that were used as buffer lands. However, two small areas near the western edge of the Planning Area may have been used for operations and are subject to the requirements of the Aerojet General Corp. Superfund site. The Superfund site encompasses groundwater contamination and potential soil contamination associated with past operations at Aerojet. Cleanup of the area under Superfund would be required before development can occur. The remaining acreage is cleared for development subject to CEQA review.

NOTE: The Environmental and Physical Constraints map is known to contain some errors with regard to the locations of vernal pools within the East Planning Area. This map will be updated as more current mapping is received from the Sacramento County Habitat Conservation Plan and as Corps-verified wetland delineations are provided to the City.

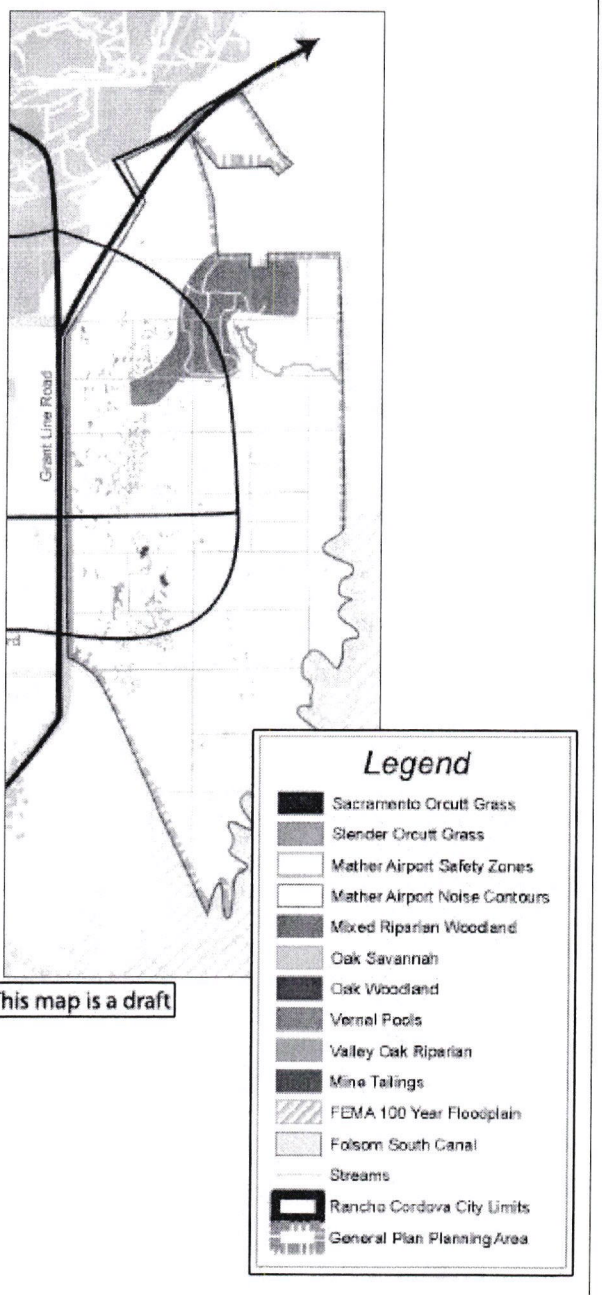
Timing:

The East Planning Area will probably be developed outside the time horizon of this Plan. However, development within this Planning Area may occur within the General Plan time horizon if necessary conditions are met (e.g., infrastructure is provided, annexation is approved).

The East Planning Area



Environmental and Physical Constraints



NOTE: This map is a draft

Aerojet Planning Area

Size: ±5453 acres
Dwelling Units: ± 3,920
Residential Population Estimate: ± 10,700
Employment Population Estimate: ± 3,500 (includes approximately 3000 existing jobs for Aerojet/GenCorp and others)

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

The Aerojet Planning Area is the site of the Aerojet/GenCorp operations. The historic and ongoing uses of the site necessitate the requirement for soil remediation and other toxic cleanup activities that will not be completed during the lifetime of this Plan. Portions of the area are ideal for continued industrial, research and development, and mining operations in the near term. Intense development (i.e. offices, research and development activities, light industrial uses) will probably be located near the center of the Planning area along an extension of Hazel Avenue.

Some portions of the Planning Area that border onto other Planning Areas where medium to high intensity development is proposed (i.e. Easton, Westborough, and Rio del Oro) may be developed in a manner similar to those areas, but at decreased densities. It is possible that as many as three to four neighborhoods, divided between the boundaries with other Planning Areas, may be developed, along with one or two Village Centers. No Town Centers of any type are proposed for the Aerojet Area.

Conceptual Circulation and Transit:

An extension of Hazel Avenue will be the primary circulation feature of the Aerojet Planning Area. Neighborhood and Village developments along the periphery of the Area would best be served, from a circulation standpoint, by those areas.

Environmental Conditions:

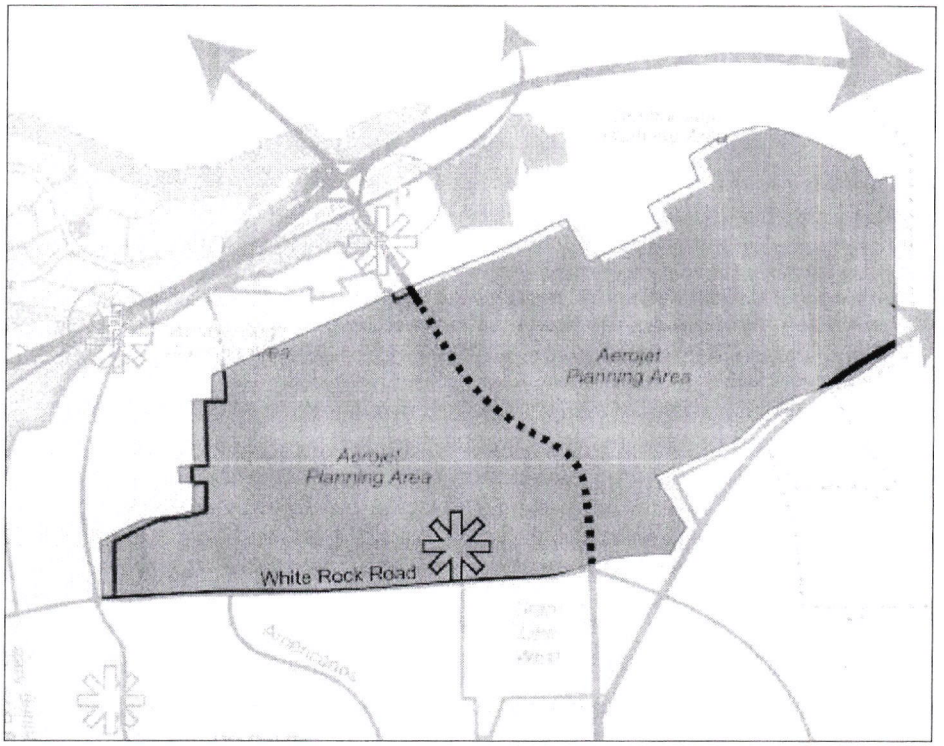
The Aerojet Planning Area has been used for rocket testing and operations since the 1950's. The majority of the Aerojet Planning Area is constrained by the Aerojet General Corp. Superfund site. The Superfund site encompasses groundwater contamination and potential soil contamination associated with past operations at Aerojet. Cleanup of the area under Superfund would be required before development can occur.

The Aerojet Planning Area contains mine tailings, vernal pools, Buffalo Creek and Rebel Hill Ditch, and the Mather Airport safety zones. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to streams/creeks may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

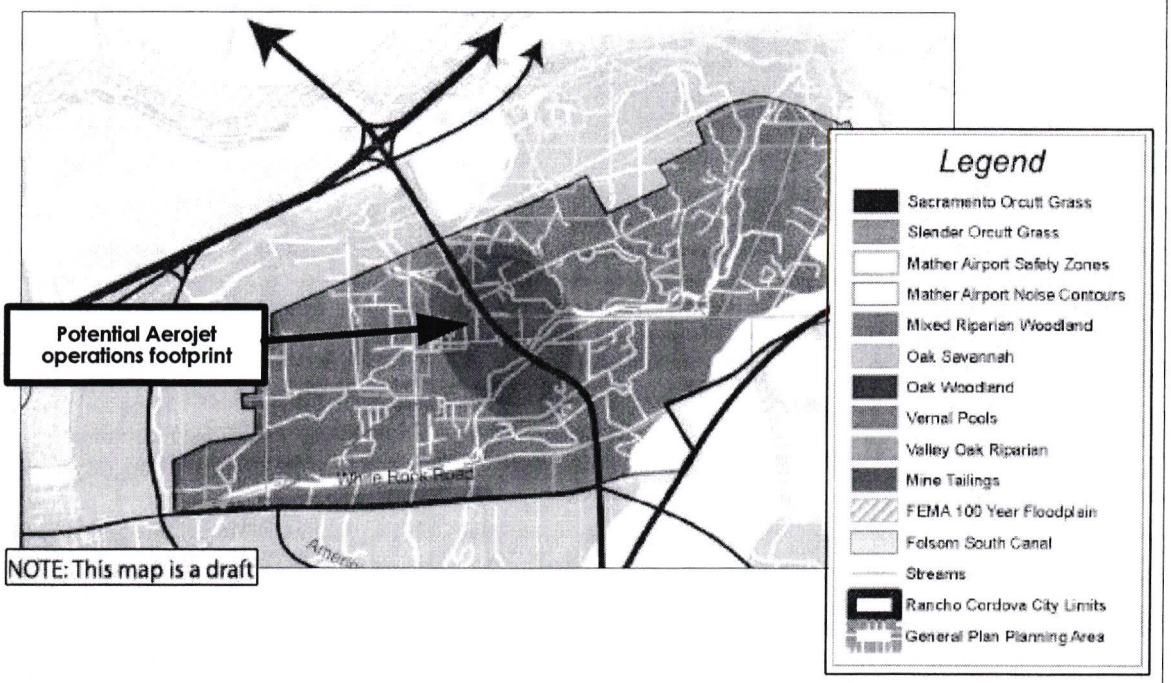
Timing:

Because of the ongoing uses of the site, it is foreseeable that intense development will not occur within the Planning Area for more than 40 years – outside the timeframe of this Plan. Development along the edges of the Area is more likely, in conjunction with neighboring development. The Hazel Avenue extension may be completed in the next 15 years.

The Aerojet Planning Area



Environmental and Physical Constraints



Glenborough Planning Area

Size: ±1,366 acres
Dwelling Units: ± 4,810
Residential Population Estimate: ± 13,130
Employment Population Estimate: ±14,600

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

While currently under development review by the County, the Glenborough~~Easton~~ Planning Area will likely contain a mix of residential, commercial, office, and related uses in a Neighborhood-Village-District setting. Included in the proposal is a Regional Town Center at the Southern side of the Hazel-Folsom Boulevard-Highway 50 interchange. This Town Center will probably be about 100 acres in size and may be developed with several sports-oriented uses. It will also be oriented to take advantage of the connection with Light Rail.

The site will also feature over 450 acres of parks and open spaces that will connect the developed areas together and with the natural features.

Conceptual Circulation and Transit:

The development of the Glenborough~~Easton~~ Planning Area will make use of its access to Highway 50 and Light Rail. Additional connectivity will be provided via the Hazel Avenue extension and various local roadway connections to Folsom Boulevard.

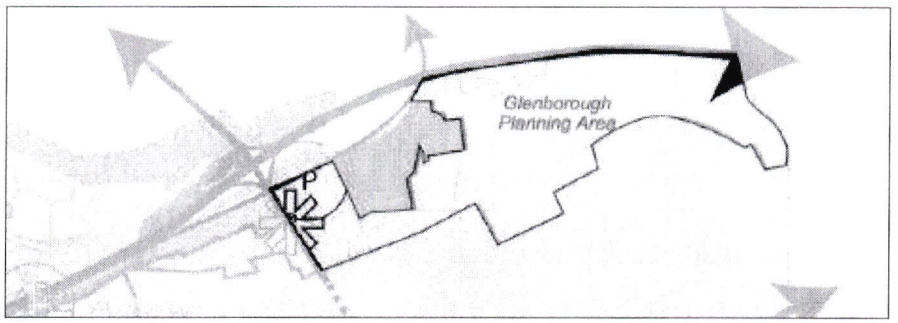
Environmental Conditions:

The Glenborough~~Easton~~ Planning Area contains mine tailings and mixed riparian woodland along Alder Creek. Impacts to Alder Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The mixed riparian woodland serves as habitat and a dispersal corridor for numerous bird, mammal, amphibian and reptile species. Impacts to this habitat should be minimized.

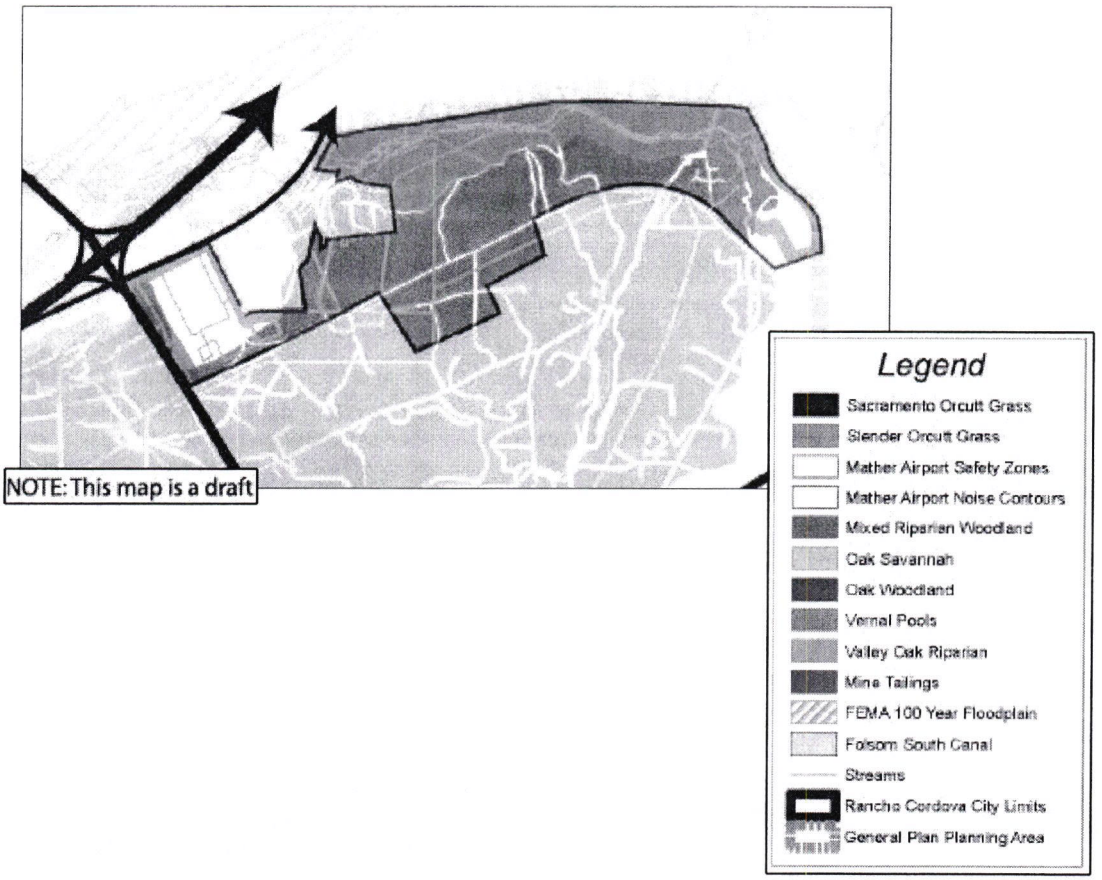
Timing:

The proposed plan for the Glenborough~~Easton~~ Area is currently going through the development approval process. It is anticipated that the Area will be built out within the next ten years.

The Glenborough Planning Area



Environmental and Physical Constraints



Countryside/Lincoln Village Planning Area

Size: ± 700 acres
Dwelling Units: ± 4,740
Residential Population Estimate: ±12,940
Employment Population Estimate: ±8,000

This Area is INSIDE the existing City Limits.

Conceptual Land Uses:

Unlike other Planning Areas in the City, this Planning Area is almost entirely developed and includes primarily residential development. Existing residential development contains a high concentration of low and moderate income households with limited east-west connectivity. This Planning Area establishes the priority for reinvestment, enhancement, and improved connectivity of this existing community. Within the residential neighborhoods, the goal to improve the property values and maintenance, while encouraging home ownership for a full range of income levels. Along Old Placerville Road and Rockingham Drives, target land uses include a variety of office and commercial mixed use developments.

Conceptual Circulation and Transit:

Major roadways serving this Planning Area include Bradshaw Road, Old Placerville Road, Routier Drive, Rockingham Drive, and Mather Field Road. Efforts should be made to improve existing east-west connections along Old Placerville Road, potentially connecting International to Old Placerville. Study the potential to establish a pedestrian/bicycle connection on the existing rail crossing over Highway 50 between Mather Field and Routier Roads.

Environmental Conditions:

The Countryside/Lincoln Village Planning Area does not contain any development constraints associated with environmental conditions. This planning area is already urbanized.

Timing:

The Planning Area has already been urbanized and will require revitalization efforts by both the City and landowners to This process may take somewhere between five and fifteen years to accomplish and will require significant investment by various service providers.

The Countryside/Lincoln Village Planning Area



Building Blocks of the City

Neighborhoods and Neighborhood Centers

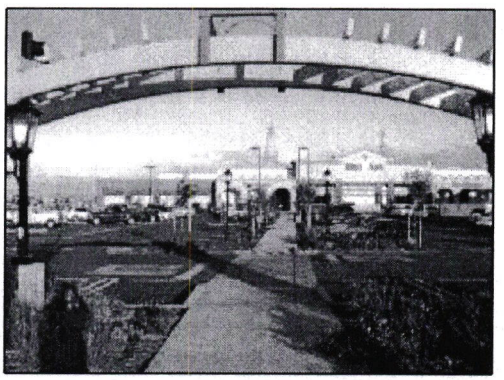
A *Neighborhood* is a compact, walkable residential area, approximately ¼ to ~~2~~ 1/3 mile in radius, as this is the distance an average person would comfortably be able to cover in less than 20 minutes. *Neighborhoods* are developed at average densities of 6 to 8 ~~du/ac~~dwelling units per acre. At the core is the *Neighborhood Center*, a small-scale, neighborhood serving activity center.

Neighborhood Centers are gathering places. Typical examples include schools (elementary and middle/junior high schools), libraries, community centers, parks that feature activity elements (i.e. playground and tennis court(s) and basketball court(s)), or neighborhood-serving commercial uses (small market, coffee shop, small restaurant, etc.; total square footage is less than 10,000 sqft).

Size: 1-15 acres
Area Served: ~200 acres
Population Range Served: ~4,000 people
Typical Range of Building Height, on-site: 1-2 stories
~~Target~~ Average Residential Density surrounding: 6-8 du/ac

Villages and Village Center

A *Village* is collection of three to four *Neighborhoods*. *Villages* feature a mix of residential dwelling types, including ~~the~~ single-family ~~areas~~ detached and attached homes, as well as ~~found in the *Neighborhoods* and~~ multi-family ~~development~~ housing near the ~~center. At the center is the~~ *Village Center*.



Village Centers serve the daily shopping needs of their service areas and are spaced approximately 1 ½ to 2 miles apart for adequate distribution around the City. ~~They are primarily commercial places, featuring stores, offices, restaurants, and services.~~ Multiple tenants in a pedestrian friendly commercial development make up the character of the Center, featuring small to medium size grocery stores, drug stores, and restaurants. Village Centers may also include other service, offices, and/or residential uses in conjunction with the primary retail commercial use. Single tenant retail size is developed at a maximum of 50,000 square feet so that retail concentrates its services on it own *Village*.



Residential uses may be developed above the retail and/or office tenants/spaces typically at a density of 6 to 12 ~~du/ac~~dwelling units per acre. Village Centers are often developed with higher density residential sites immediately adjacent (8-18 du/ac).

Size: ~5 to 15~~0~~ acres
Area Served: ~750 acres
Population Range Served: ~10,000 - 15,000 people
Typical Range of Building Height, on-site: 1-3 stories
Target On-Site Residential Density (if applicable): 6-12 du/ac
Target Residential Density adjacent: 8-18 du/ac

Example Village Center: Waterman Center, Elk Grove
Approximately 5-acre center including a supermarket and smaller shops.

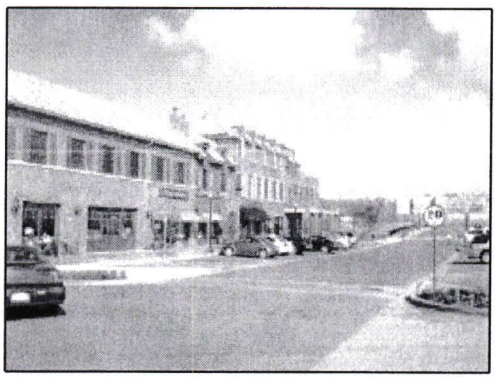
~~Town~~ Districts and Town Centers

Three or four *Villages* create a *District*.~~Towns are a collection of *Villages* (usually 3-4).~~ Each *District* in the City has a population of approximately 45,000 persons and is served by ~~They are focused around a~~ vibrant *Town Center*. Three distinct types of Town Centers are proposed for Rancho Cordova:

Local Town Center
TOD Town Center
Regional Town Center

All three are pedestrian friendly "places" where people go to gather, shop, and be entertained. They can be centers of culture or recreation. It is anticipated that they may in some way develop a nightlife. All include employment opportunities.

Local Town Center



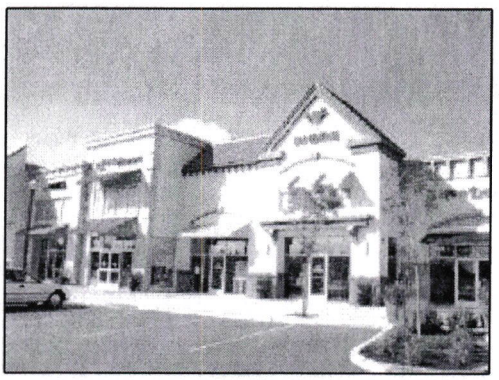
Local Town Centers are the most fundamental form of a *Town Center*. They are a collection of parcels, streets, and public areas that provide most of the retail needs of an area. *Local Town Centers* service a district of three to four *Villages* and are designed not to compete with the *Village Centers* for retail customers. The majority of buildings have their main entrance opening onto a street or square. Pedestrian circulation within the *Center* is paramount. Visitors park their cars in shared surface lots or parking structures.

Local Town Centers typically include a vertical integration of retail and service uses, along with office and/or residential uses. ~~Retail~~ Commercial uses include ~~restaurants and~~ general retail (basic clothing stores, book/music stores, dry cleaners, etc.) and restaurant uses, which typically comprise at least 50 percent of the total square footage. Large-scale tenants with more than 50,000 square feet of floor area ~~(>50k sqft)~~ should be limited in a *Local Town Center*. ~~Retail commercial development in the *Local Town Center* will likely account/comprise at least 50% of the total square footage. Other uses may include service, office, and/or residential uses.~~



Apartments, townhouses, and lofts are developed at or above 20 ~~du/ac~~dwelling units per acre in the center and decreasing in density as the distance from the center increases. The goal is a smooth transition from high-density multifamily residential to low-density (6 du/ac) single family. Residential u~~U~~nits can be found above most of the commercial activities.

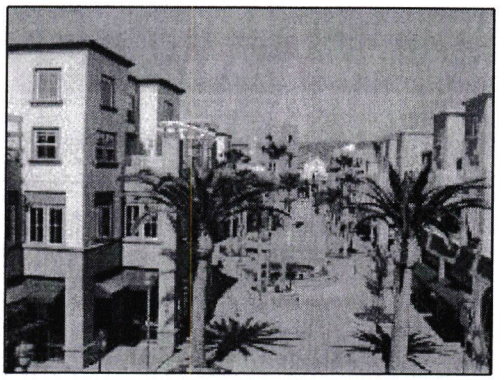
Office uses may also be in the Local Town Center, *but are usually 2,000 to 10,000 square feet in size, each. Offices might account for 20% of all development.*



Size: ~15 - 30 acres
Area Served: ~2,500 acres
Population Range Served: ~ 35,000 to 45,000 people
Average Range of Building Height, on-site: 2-4 stories
Target On-Site Residential Density: 8-18 du/ac

Example Local Town Center: El Dorado Town Center

Transit-Oriented (TOD) Town Center



Transit-Oriented (TOD) Town Centers are located along existing or potential Light Rail or BRT alignments at stations for those services. They consolidate the retail needs of the service area into one center (similar to *Local Town Centers*) and provide increased residential densities on site but are also designed to accommodate the light rail user. Like *Local Town Centers, TOD Town Centers* do not compete with the *Village Centers* for retail customers.

TOD Town Centers are multi-story, mixed-use developments that provide new housing opportunities and practical alternatives to vehicle mobility. The highest residential densities in the City are usually located here, near 40 du/ac. Office uses may also be located at these sites, attracting people to the center from other areas of the City and region. Parking is provided in structures and there may be reductions in the amount of required parking.



Size: ~15-30 acres
Area Served: (depends upon location)
Population Range Served: ~20,000-30,000 people (depending on location)
Typical Range of Building Height, on-site: 3-6 stories
Typical Commercial FAR, on-site: 1-1.5
Target On-Site Residential Density: 40 du/ac

Example TOD Town Center: Fruitvale
Located along a BART line, the site features retail and residential uses in a vertical setting. Building scale is oriented to the pedestrian user.

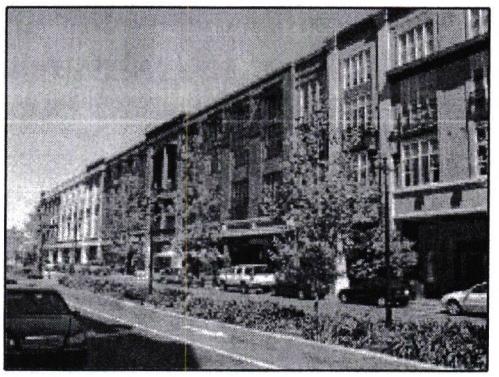
Regional Town Center

Regional Town Centers are the major retail centers of the City as well as destination places in the region. They feature large-scale development that can only be supported by large populations. These are the ideal locations for major retail tenants, hotels, conference centers, arts/cultural centers, or sports facilities.

Size: ~ 30-80 acres
Area Served: Citywide
Population Range Served: Citywide
Typical Range of Building Height, on-site: 2-4 stories
Target On-Site Residential Density: 20 du/ac

Example Regional Town Center: Santana Row
Mixed-use shopping/residential development;





Example Regional Town Center: The Block at Orange
80 acre retail center in Orange, California; it is designed to look and feel more like a city street than a shopping center; features a rich mix of entertainment and shopping venues, including Dave and Buster's, Vans Skate Park, Game Works, and OFF 5TH – Saks Fifth Avenue Outlet.



Downtown District

The *Downtown District* is the core of the City. Civic uses such as the City Hall, a post office, courthouse, police and fire stations, and parks would be located here. Retail commercial, service, office activities, and residential units are also located here~~, secondary (supportive) to the civic uses and spaces of the *Downtown District*~~. Other land uses in the Downtown District would be established by the underlying land use designation, which includes a Transit Oriented Town Center, Local Town Center, and a variety of commercial, office, and residential ~~mixed use~~mixed-use designations. The intent is to create a vibrant central core for the community anchored by civic uses. The *Downtown District* contains many opportunities for employment and business/retail activities. It is based on a pedestrian grid/main street design that makes it very walkable and user friendly. It is a "place" – you know where you are.

Size: ~ 1000 acres
Area Served: Citywide
Population Range Served: Citywide
Range of Building Height, on-site: 2-4 stories

RESOLUTION 13-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA APPROVING THE GENERAL PLAN DRAFT LAND USE MAP

WHEREAS, the City of Rancho Cordova (hereinafter referred to as City) adopted the Rancho Cordova Vision Book on August 2, 2004; and

WHEREAS, the Rancho Cordova Vision Book continues to serve as the Interim General Plan; and

WHEREAS, State law provides for the use of a Draft General Plan when making decisions and processing development and other projects prior to the adoption of the General Plan; and

WHEREAS, the Draft Land Use Map and corresponding land use designations, planning area and building block descriptions will supplement the Vision Book to serve as the Interim General Plan for the City of Rancho Cordova pursuant California Government Code Section 65360).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA HEREBY RESOLVES AS FOLLOWS:

The General Plan Draft Land Use Map (dated 1-11-05) and corresponding land use designations, planning area and building block descriptions are hereby adopted as part of the Interim General Plan.

Findings:
The City is proceeding in a timely fashion with the preparation of the General Plan and adoption of an Interim General Plan is consistent with State Law.

Evidence: California Government Code Section 65360 provides for the City to utilize a Draft General Plan when making decisions and processing development and other projects prior to the adoption of the General Plan.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 18th day of January 2005.

AYES:
NOES:
ABSENT:
ABSTAIN:

KEN COOLEY, MAYOR of the
CITY OF RANCHO CORDOVA

ATTEST:

LILLIAN HARE
CITY CLERK

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and City Council

FROM: Paul Junker, Planning Director

SUBJECT: **REVISED PARK AND OPEN SPACE STANDARDS**

RECOMMENDATION

1. Staff recommends that the City Council consider and provide input on the information in this staff report, staff's presentation, and any public testimony relating to the establishment of the following park and open standards to be included in the Vision Book/Interim General Plan:

   - Public parkland: Seven (7) acres of land per 1,000 persons
   - Recreational Open Space: A target of ten percent (10%) of each residential project, calculated separately from public parkland and focused on achieving specific criteria (as outlined later in this report)

   And,

2. Direct staff to continue working with the Cordova Recreation and Park District, the Building Industry Association, the City Attorney's Office, and other stakeholders to refine the exact requirements and develop criteria for implementing the parkland and open space standards in new development

BACKGROUND

On December 20, 2004, staff presented to the City Council a set of Park Design Guidelines developed by the Cordova Recreation and Park District (District). Based upon Council direction, City and District staffs have developed a proposal for major changes in the way that parks and open space are provided in Rancho Cordova.

The proposed changes to park and open space requirements were presented to the development community on January 11, 2005, and were formally considered by the District Board on January 12, 2005. These meetings occurred after completion of this report and staff will discuss with the City Council the input and direction received from the development community and the District Board.

Staff has begun to dialogue with the Building Industry Association (BIA) and local developers on this issue, and is expecting to receive written comments from the BIA on this issue after circulation of this staff report. These written comments will be forwarded to the Council as soon as they are received, and it is expected that the BIA and other interested parties will provide input at the Council meeting.

AGENDA ITEM # 23

PROPOSED PARK AND OPEN SPACE STRATEGY

To implement the City's vision for parks and open space, City and District staffs have developed the following park and open space standards. The standards, once finalized and approved, will be included in the Vision Book/Interim General Plan and applied to all applicable development projects being processed by the City.

The proposed requirements for parkland and open space address these amenities as two distinct types of lands:

- **Public Parks**, which will consist of active recreational parks
- **Open Space**, which will include a variety of open space lands *open to the public for recreation and enjoyment* which do not fall within the definition of public parks

Not included in the proposed set of requirements for open space is land set aside as habitat which is not open to the public (for instance, vernal pool preserves which will not provide public access).

Parkland Requirement

The proposed requirement for parkland is **seven (7) acres per 1,000 persons**, as compared to the current five (5) acres per 1,000 residents currently required. This will provide land for the following types of parks:

- Mini parks (1 acre)
- Neighborhood parks (3 acres)
- Community parks (3 acres)

The parkland will be separate from any required open space (as discussed below).

Open Space Requirement

The proposed requirement for open space will achieve two major goals which have been expressed by the City Council and the Rancho Cordova community:

- Creation of a system of trails and open space linking various parts of the community to encourage walking and bicycling and to provide for open space and recreation separate from more "active" recreational parks.
- Providing a community amenity which provides for an aesthetically beautiful city and which also helps establish civic pride and identity.

As shown in the summary below, lands which are set aside as open space preserves in which no public access is permitted will *not* be accepted as part of the required open space area for a development project. These areas, in the City's opinion, do not help achieve the general goals outlined above, since they are:

- Not available for public use
- Generally not designed to be an aesthetically attractive community feature

Summary

A summary of the proposed requirements is shown below:

Parkland	*Open Space*
Requirement: Seven (7) acres of land per 1,000 population (calculated using average household size)	Requirement: Ten percent (10%) of the buildable area of all residential projects
Criteria: Lands provided will be used for Mini parks, Neighborhood parks, and Community parks. Determination of the acceptability of lands shall be made by the City, with input from the District, as part of the review and approval of each project.	Criteria: Lands which may be considered for credit must be: • Open and available to the public for use and enjoyment • Meet the City's criteria for acceptance as public open space, including improvements where appropriate to facilitate use and enjoyment by the public Examples of public open space include: • Linear open space features connecting neighborhoods and other community features • Paseos • Natural areas *outside of access-restricted habitat* which provide for public access
Notes: Lands provided cannot be counted toward open space requirements.	Notes: "Buildable area" is the total area of a project *minus* lands which are not buildable due to environmental constraints, including: • Habitat mitigation lands which do not provide public access • Floodplains • Other non-buildable areas (such as easements or powerline corridors)

Example Project

As applied to a typical residential project, these requirements would be met as follows:

Project Size.....	100 acres[1]
Overall Density:	8 units per acre
Open Space Requirement:	**10 acres (10% of 100 acres)**
Land available for residential development:	90 acres (100 acres – 10 = 90 acres)
Area required for streets, schools, etc.:.....	Approx. 20%
Net area for residential development:	72 acres (90 acres – 20%)
Approximate units:	576
Approximately population:.....	1,572 persons
Parkland Requirement:.....	**11 acres (7 x 1.572)**
Total Park and Open Space:	**21 acres (21% of total project area)**

PROPOSED INTERIM GENERAL PLAN LANGUAGE

Staff proposes including the following language in the "Open Space, Parks, and Trails" section of the Vision Book/Interim General Plan:

- *To achieve the City's goal of a world-class system of parks and recreation, public parks shall be provided at a rate of seven (7) acres of parkland per 1,000 persons. Each residential project shall demonstrate compliance with this standard prior to approval by the City. The City shall coordinate with the Cordova Recreation and Park District to ensure that parks are provided, developed, and operated in a way that ensures that the City's parks goals are achieved throughout the community.*

- *To achieve the City's goals of a contiguous, connected open space system and a system of trails integral to the City's newly developing areas, the City shall require a target of ten percent (10%) of each residential project to be retained as recreational open space for public use. Recreational open space shall include the following:*

  - *Paseos*
  - *Trails*
  - *Linear open space features connecting neighborhoods and other community features*
  - *Natural areas outside of access-restricted habitat which provide for public access*
  - *Expanded areas along the corridor system that allow congregation of recreational users and nature oriented activities*

  The following performance standards shall apply to open space lands:

  - *Open space lands shall include trails or other features and provide connections between public parks and other neighborhood features*

[1] This is the buildable area, not including habitat set asides and other non-buildable areas

- *Open space corridors shall have sufficient width to be both aesthetically pleasing and functional*
- *Open space lands shall be open to the general public; open space areas within gated communities or otherwise restricted from access by the general public shall not be accepted as meeting the City's open space requirement*

These open space areas shall be calculated separately from all of the following:

- *Parkland*
- *Open space areas set aside with limited or restricted public access to preserve habitat*
- *Other areas unbuildable due to environmental constraints (toxic contamination, hazards, etc.)*
- *Landscaped corridors along roadways*

NEXT STEPS

Implementation of the parks and open space standards shown in this staff report will require close coordination between the City and the District, and the development of new or updated fees, programs, and policies to provide for the clear and consistent implementation of these standards. Following receipt of the Council's input and direction, staff will continue working with all affected parties to refine these standards as may be determined necessary, and to develop more detailed fees, programs, and policies related to parks and open space. These may be brought to the Council for adoption as stand alone items, as updates to the Vision Book/Interim General Plan, or as part of the final General Plan.

Attachment 1: CRPD Report, January 12, 2005

Attachment 1:

CORDOVA RECREATION AND PARK DISTRICT
STAFF REPORT

DATE: JANUARY, 12, 2005
TO: BOARD OF DIRECTORS
FROM: GREG FOELL
RE: ADOPTION OF AN UPDATED PARK ACREAGE STANDARD

RECOMMENDATION:

Staff recommends that the Board of Directors adopt an updated standard for the provision of parkland of seven (7) acres of parkland per 1,000 persons and direct staff to take the implementation steps listed in the "Conclusion/Next Steps" section of this report.

BACKGROUND:

In February, 2003, the Board hired Foothill and Associates as master plan consultants to work with staff to prepare a Park and Recreation Master Plan for the District. Staff and the District's consultants, have completed the Draft Master Plan, including a review of existing parks and recreation facilities in the District and the projected future demand for parkland and facilities.

This research has included extensive surveys, interviews, visitations, public meetings and focus groups involving recreation and park agencies, architects, planners, District employees, residents, and parkland and facility stakeholders. Existing District facilities and programs were inventoried and evaluated. Some of the best recreation facilities in the region and from around the State were visited. Public Master Plan forums were conducted August 26, September 9, November 13 and November 20, 2003.
A Master Plan Survey instrument has been distributed and is currently available on the District's website. A study regarding parkland dedication policies involved the Cities of Roseville, Folsom, Davis, West Sacramento, Woodland, Lincoln, and Lompoc was recently completed. Sports facility standards were researched with the Elk Grove Community Services District and the Folsom and Roseville Recreation Departments last November and December. In addition, master plans for parks and recreation facilities for the Cities of San Jose, Sacramento, Elk Grove, and Roseville were evaluated for comparison purposes.

A major conclusion reached from the work thus far is that the District's current standard for parkland (five acres of parks per 1,000 persons) is not sufficient to meet the future demands which will result from new development. While this standard was appropriate when it was originally adopted, shifts in the types of outdoor activities enjoyed by the District's residents and other factors have resulted in an increased per-person demand for parkland.

DISCUSSION:

The purpose of this item is for the Board to consider all the relevant information and to receive public input and comment prior to adopting a revised parkland standard which will enable the District to meet the community's demand for public parks as development occurs. District staff will have met with the Building Industry Association and City of Rancho Cordova staff prior to tonight's meeting to discuss this issue and receive input.

Based on the work completed thus far on the update to the District's Master Plan, the District's consultants and staff have concluded:

1. The existing standard of five acres of parkland per 1,000 persons is no longer sufficient to meet the existing and future needs of the District's residents and that the standard needs to be raised to 7 acres per 1,000 population.
2. Numerous other communities and park districts in California have reached these same conclusions and are implementing parkland standards similar to the standard being recommended for adoption.
3. The large majority of land available for new development lacks aesthetic natural beauty and amenities that are found in neighboring communities. (i.e. topography, wooded areas, creekways, trail corridors, usable open space, etc.) Therefore to build a sustainable community it is imperative that these types of spaces be created in parks and through other open space amenities.
4. The District demand for parkland on a per capita basis has increased over time, and is projected to continue to increase, based on shifts in the type of recreational activities pursued by patrons. The increased participation by both youth and adults in organized recreational and competitive sports requires a higher dedication of land for active field space. Also, Greater emphasis on physical fitness and exercise for youth and adults is creating increased demand for public facilities.
5. Additional parkland and open space demand will be created as a result of development projects with higher densities.
6. Public input from the master plan process reveled that the following park elements were a high priority and essential to having a good park system.
    a. More passive park elements to compliment the athletic fields and more active elements. These elements could include: ponds, reflecting pools, aesthetically pleasing restful areas, cultural and ornamental gardens, etc.
    b. The desire for park acreage in varying sizes to be planted as urban forest and kept free of programmed elements.
7. The National Recreation and Park Association park standard recommends between 7 and 10 acres of parkland per 1,000 population.
8. The civic leaders in the community including the Rancho Cordova City Council and the Cordova Recreation and Park District Board of Directors, have expressed

their desire to acquire and develop spectacular parks and open space amenities that will display Rancho Cordova as a leader throughout the region.

The Board may wish to note that the proposed standard for parkland includes only land for the types of parks (described below), which will be developed by the District. Based on discussions with the City of Rancho Cordova staff, the City Council will be asked to implement a separate standard to provide additional lands for other types of non-park open space (such as accessible open space preserves, paseos and greenbelts).

The proposed standard of seven acres of parkland per 1,000 persons will cover the following types of parks:

- Mini parks
- Neighborhood parks
- Community parks

The District's Master Plan will contain standards for each type of park, including descriptions of each, typical spacing, and the allocation of each type of park within the community.

The latest draft of the Master Plan's descriptions for these park types are as follows:

Mini Parks
Mini parks are generally less than two acres in size and are designed to serve a concentrated or limited population. They are developed for a unique or single purpose, such as a recreation facility for a small or isolated neighborhood, to provide access into a linear greenbelt or to preserve an isolated natural feature. They are generally placed in residential neighborhoods in close proximity to small lot residential development and higher density residential development, including apartment and condominium complexes. Mini parks are also beneficial where arterials or other site features such as drainage corridors or railroad tracks bisect neighborhoods.

Mini parks will generally be located within less than one-quarter mile of the population to be served. The recommended size for a mini park is one-half acre to two acres.

Neighborhood Parks
This type of park functions as the core facility within the park system and should seek a balance between active and passive recreation uses as well as creating a sense of place for the neighborhood. Recreational facilities include sports fields, multi-use turf areas, hard court games, children play areas, picnic structure and tables, and social gathering areas. This is the essential core park for residential areas, as they provide the most close-at-hand recreational facilities and should be evenly distributed throughout

the District. Neighborhood parks should be easily accessible to the neighborhood population, geographically centered within neighborhood to be served, and within safe walking and/or biking distance. Neighborhood parks are often developed adjacent to an elementary/intermediate school sites.

A neighborhood park has a service area that encompasses a 1/4 to 1/2 mile radius and serves a population of 2,000 to 5,000. The desirable site size is 5 to 15 acres. Generally, 5 acres is considered as the minimum size necessary to provide space for the typical facilities desired within a neighborhood park, 7 to 10 acres or more is desirable.

Community Parks

Community parks are designed to accommodate a wider variety and higher intensity of recreational uses than neighborhood parks, and may have unique amenities such as special use facilities (i.e. community center, aquatic center, etc.) or natural open space features. Community parks are larger than neighborhood parks and are intended to serve several neighborhoods. Typical amenities/facilities may include large turf areas as open space, large children's play areas, interactive water play feature, group picnic facilities, lighted sports fields for organized sports, tennis courts, community center buildings, library buildings, outdoor concert area or amphitheater, aquatic complex, concession/restroom facilities, and off-street parking. Such a park would desirably include land with outstanding natural features/qualities for activities such as walking, viewing, sitting, and picnicking and/or may be a combination of the above depending on the community needs. Community parks may be located adjacent to school facilities, generally intermediate or high schools. A community park may function as a neighborhood park for the area in which it is located.

A community park serves several neighborhoods with a 1 to 2 mile service area radius and an approximate population of 20,000. The desirable size is 20 to 150 acres or more; its actual size should be based on the land area needed to accommodate the desired facilities and uses, also the need to preserve or protect environmental communities.

CONCLUSION/NEXT STEPS:

Staff recommends that the Board adopt a minimum parkland dedication requirement of seven (7) acres per 1,000 persons. This standard will place the District among the leaders in the provision of parkland in California and ensure a high quality of life for the District's residents.

To implement this standard, staff will:

- Present the Board's adopted parkland dedication standard to the Rancho Cordova City Council on January 18, 2005. At that meeting, the City Council will be asked to consider and adopt this standard as part of the City's Interim General Plan and, at a future date, as part of the Parks, Trails, and Open Space Element of the City of Rancho Cordova's first General Plan
- Finalize a Draft Master Plan, which describes this standard and provides additional information on steps needed to implement this level of parkland dedication and improvement, including facilities to be constructed on the land which is dedicated. A comprehensive finance plan, including fees, financing strategies, and long-term maintenance and operational programs to ensure the ongoing operation of the parks system will be developed as part of the Master Plan.
- Continue to work with the City of Rancho Cordova in the review and processing of current development applications. As part of this process, District and City staff will require that this new parkland dedication standard is met or exceeded by all new development projects.
- In addition, District staff will work closely with County of Sacramento staff to ensure that this standard is met by any development which occurs in the unincorporated area within the District.

Date: January 18, 2005

To: Honorable City Council

From: Yvonne DeHaan, Code Enforcement Program Manager

Subject: Property Maintenance Ordinance Presentation

Staff Recommendation

The City Council use the information presented to provide staff specific direction in order to prepare an ordinance that will best meet the needs of the Council and the City.

Background

When the city incorporated, we adopted a majority of the codes in use by the County of Sacramento. After using these codes for a more than a year, we find that there are still areas of concern that do not seem to be sufficiently addressed. The most common of these involve the maintenance of commercial properties, vacant lots and poorly maintained residences that affect the property value of the area. Developing a clear and concise ordinance describing the minimum standards of our community will be a key tool in changing the way the city looks and feels about itself.

Analysis

The key element of this presentation will be a series of photos indicating different levels of property maintenance. Provided with it will be a checklist to assist you in determining the specifics you want in your ordinance. In considering the categories to present, IN-SHAPE staff drove through the city gathering examples of what we felt looked "Nice", "Bad" and a lot of "In-Between". Certain characteristics were identified that contributed to the above conditions. Additional research was also done regarding property maintenance ordinances in other jurisdictions. Codes from more than 15 other cities, in 6 different states were examined in order to offer a wider choice of categories. Attached to this document are key parts of some of the ordinances researched. Sections in bold type are examples of ideas or wording we may want to consider.

AGENDA ITEM # 24

The most commonly addressed concern found in other jurisdictions was the maintenance of fencing and landscaping. One quick glance down a street will often tell someone if they want to live here or not, with yards and fencing being the most visually compelling evidence. While the existence of a fence is not required on single family homes, the working premise of a property maintenance ordinance is: If you are going to have it, you must take care of it.

The same rule was applied to landscaping. Some jurisdictions allow options other than the basic lawn/shrubbery combinations, but still require diligent care. All jurisdictions indicated that vacant properties must be maintained, but the standards were varied and somewhat less specific. There are also situations less visible, but still affecting the quality of life that should be considered, such as whether running and registered cars can be stored in back yards (and whether or not public visibility affects this decision) and whether sheds and other accessory structures that are often partly visible should be regulated.

One of the most troublesome concerns we are experiencing here are commercial properties that are poorly maintained. Broken or missing signs, exteriors that need paint or repair, parking lots that border on unsafe – the type of blight that hurts everyone including the businesses themselves. While few other ordinances specifically pointed this out as a concern, they all contained wording addressing the exterior of buildings. This is an area where we need to be very specific about what we will demand from the business community.

There are other less predominant areas of concern that should be included in the discussion. These are all questions or concepts that have come to the attention of code enforcement over the last year, although none were demanding enough to be brought forward individually. These include whether trash cans should be visible from the front of a home, setbacks for oversized RV's, the composition and condition of windows, and occupancy limits. There are even the occasional odd instances that come up very seldom – such as portable toilets at sites not currently experiencing construction, laundry being hung in public view, or commercial dumpsters on residential lots – that might be included in a list of items to consider as the ordinance is being prepared.

Conclusion:

Many options are being offered to help design an ordinance that will successfully assist us in improving the feel and image of our city. A basic ordinance, addressing the obvious, such as broken fences, cracked and peeling exteriors and poor landscaping, will be a strong tool for enforcement purposes, but may stop short of changing public perception. Additional regulations about landscaping, accessory structures, storage of recreational equipment and vehicles, etc., will allow us to paint a broader picture, but may also require dedicated efforts to educate and encourage the community so they can fully appreciate the possibilities of your vision.

The City of Rancho Cordova is striving to improve our image. Giving a clear signal to the public about what we want people to see (and not see) when they come here will make it easier for everyone to take part in helping the city achieve its potential.

Recommended Action:

Provide staff with clear direction on the nature and scope of a Property Maintenance Ordinance.

SAVANNAH, GA

Property Maintenance Ordinance

The Property Maintenance Ordinance explains how buildings and yards must be kept. It is important for the health, safety, and appearance of the community that all properties be kept clean and well maintained.

All owners or occupants of property in the City are responsible for keeping their premises clean.

Premises: **Yards and shrubs must be properly cut. This includes front, side, and rear yards and porches;areas underneath houses or any accessory building; and that portion of the sidewalks, grass-strips, streets, and lanes next to their property**. All of the premises must be kept clean and free of litter, debris, garbage or animal waste.

Owners and occupants must acquire a garbage container from the City of Savannah Sanitation Department. There is a one-time charge for the container.

Trash: All trash (such as glass, paper, dust, leaves, yard clippings, straw, wood, and metal) should be put into a garbage container for pickup by the Sanitation Department. The only exception to this requirement are small tree branches, or other small items that are not easily containerized.

Fallen trees or tree limbs are not allowed anywhere on public or private property.

Objects such as junk materials, machinery, and equipment, appliances, or other household items, building materials, or piles of dirt are not allowed on front yards or front porches. Such objects are also not allowed on side or rear yards or on side or rear porches if they can be seen from the street or lane. All such materials must be kept covered or enclosed in a shed.

Grass and Weeds: These are considered overgrown when they reach 10 inches in height and must be cut. Shrubbery and other vegetation should be kept neatly trimmed.

Owners must keep their vacant lots cut and free of litter and debris. A vacant lot is the same as a front yard; therefore, vehicles can not be parked on a vacant lot.

Storage Buildings: These are not allowed on the front yard. They are permitted on rear and side yards only and must be kept in good repair, Dilapidated storage buildings are not allowed anywhere.

Vehicles, Boats, Trailers: These objects must not be placed on the front yard except on an established driveway or parallel and within 5 feet of an established driveway. Vehicles, boats, or trailers in good condition may be placed on the side or rear yard.

A derelict vehicle left on public property will be towed after 10 days. A derelict vehicle left on private property will be towed after 30 days. An abandoned vehicle left on public property will be towed after five days. An abandoned vehicle left on private property will be towed after 30 days.

Derelict vehicles, boats, trailers, or parts are not allowed anywhere except in an enclosed accessory building.

Fences: All fences must be constructed or repaired using materials specifically designed for fence construction. Tin or plastic roofing material and doors are not allowed.

Rats: Rats are attracted by trash piles, open garbage, unkempt vegetation, and derelict vehicles. Do not pile coal, wood, etc. near or against walls. Keep stored materials (firewood, building materials) up 12 to 18 inches off the ground on cement blocks.

ASHLAND, WISC

EXTERIOR PROPERTY AREAS.

(1) SANITATION. All exterior property areas shall be maintained in a clean and sanitary condition free from any accumulation of rubbish, garbage, discarded construction materials or feces. **All furniture, furnishings, appliances and household goods shall be stored within a completely enclosed structure or properly disposed of within 7 days, unless such furniture, furnishings, appliances and household goods are designed for outdoor use.**

(2) GRADING AND DRAINAGE. All premises shall be properly graded and maintained so as to divert water away from buildings and to prevent the accumulation of stagnant water on or within any building or structure located thereon. No owner or agent may alter the existing drainage in such a way as to cause or create drainage problems on adjoining properties.

(3) VEGETATION. General requirements- Except as provided in par.(c) below, the owner or occupant of any lot or parcel in the City which is 5 acres or less in area shall install and maintain landscaping, plantings and other decorative surface treatments, including turf grass, so as to present an attractive appearance in all court and yard areas in accordance with generally accepted landscaping practices**. Lawns shall be maintained to a height not to exceed 10 inches**. Plantings shall be maintained so as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located and thereby the appearance and value of the neighborhood and the City.

Natural Lawn Exception- Any owner or occupant of a lot or parcel of less than 5 acres desiring a natural lawn may register for a natural lawn permit from the City Community Development Office provided that such plantings meet the requirements of this subsection. Failure to meet these requirements will cause such permit to be revoked and the vegetation will be deemed a nuisance which shall be abated within 7 days of receipt of the written notice. Such permits shall be valid for a period not to exceed 2 years at which time a new application shall be submitted.

a. Maintenance of setbacks and drainage swales- A 10 foot setback on any street frontage and a 5 foot side and rear yard setback of all natural lawns shall be maintained in accordance with the General Requirements. Adjacent neighbors may agree to waive setbacks for encroachment on setbacks outside drainage swales; such waivers shall be in writing and filed with the Community Development office.

b. Weeds and plants prohibited- The owners and occupants of all approved natural lawns shall destroy all of the following weeds and plants and shall not allow such weeds and plants to grow to a height greater than 10 inches:
1. Canada thistle and all other thistle varieties
2. Leafy spurge
3. Field bindweed
4. Purple loostrife
5. Multiflora rose
6. Burdock
7. Ragweed
8. Garlic mustard
9. All weeds enumerated in Sec. 66.955 and 66.96, Wis. Stats.
10. Turf grass, except in setback areas and designated paths.

(4) LANDSCAPING AND GROUND COVER. **All exterior property areas shall be seeded with a common species of grass, sodded or improved with some form of landscaping or plantings. The exterior property areas shall be maintained to present an attractive appearance and to prevent soil erosion into adjacent storm sewers, sidewalks, driveways or streets.** Plantings shall be maintained so as to prevent hazards to persons on adjoining properties and to persons and vehicles on public ways.

(5) INSECT AND RODENT HARBORAGE. The owner shall be responsible for extermination of insects, rodents vermin or other pests in all exterior areas of the owner's premises, except that a nonowner occupant shall be responsible for such extermination in the exterior areas of a single-family dwelling. Whenever infestation exists in shared or public parts of structures and premises, other than a single-family dwelling, extermination shall be the responsibility of the owner.

(6) ANIMALS AND ANIMAL PENS- All animal pens, runs, exercise areas, fenced areas, houses, structures and enclosures shall be kept clean, sanitary, free from odor and excrement, insects and other unsightly or objectionable matter which constitutes a public nuisance or is otherwise detrimental to the public health, safety, or welfare. No animals shall be regularly chained or kept in the front yard, or in the case of a corner lot, along the side yard adjacent to the abutting street which cause the destruction of the surrounding vegetation or allows the animal to approach to within 20' of the City right-of-way unless fully contained within an approved fence.

(7) ACCESSORY STRUCTURES. All accessory structures, including detached garages, carports, awnings, patio covers, sheds, storage buildings, benches, tree forts, playhouses, fences and other accessory structures, shall be maintained by the owner in structurally sound condition and in good repair. All accessory structures shall be protected from the elements by periodic painting, staining or other waterproofing or surface protection and shall be designed, constructed and

placed so as to not create a safety hazard or an aesthetic nuisance to adjoining properties and the City.

(8) MISCELLANEOUS STORAGE- Firewood, building and construction materials, trampolines, accumulations of yard toys, inoperable bicycles and other similar items may not be stored or kept in any front yard, or in the case of a corner lot, along the side yard adjacent to the abutting street.

(9) DUMPING AND LITTERING- Dumping of any residential or commercial garbage, rubbish, furniture or furnishings, brush, junk, stone, construction materials, appliances, grease, solvents, petroleum products, vehicle and vehicle parts, in any place and in any manner is prohibited unless such dumping is within an approved landfill or recycling center.

(10) FILL MATERIAL- Any clean fill placed on private property, and any ditching or excavating shall not affect existing drainage patterns of adjoining property without the written consent of the adjoining property owner. Any fill in excess of 50 yards shall have the written approval of the Public Works Director or his/her representative through the issuance of a fill permit.

(11) SNOW REMOVAL AND STORAGE- It shall be unlawful to throw or plow any snow onto adjacent properties without the written consent of the adjoining property owner. Snow may not be piled or stored in such a way as to create runoff or drainage problems for adjacent properties. Snow may not be stored in such a way as to create safety hazards for motorists or pedestrians. It shall be the responsibility of the property owner to remove any accumulation of snow within 48 hours, on all sidewalks adjacent to their property, which are regularly used by pedestrians.

GLENDALE, AZ

Sec. 25-20. Property maintenance.

(a) *General.* All exterior property including yards, ground covers, trees, shrubs or other landscaping; and any exterior surfaces of any buildings or structures including but not limited to fences, walls, or roofs, or appurtenances including but not limited to windows, window frames, window screens, doors, door frames, canopies, awnings, cornices, porches, stairways, railings or similar items shall be properly maintained and shall not otherwise present a blighted or deteriorated appearance.

(b) *Exterior windows, doors, and screens.* All exterior doors, door frames, windows and window frames shall be maintained in sound condition, securely fit in their frames, be substantially weather tight and shall not otherwise present a deteriorated or blighted appearance. **Window screens, if present, shall be free from excessive tears or holes or bent or broken frames.** Boarded window or door openings on an occupied structure are prohibited.

(c) *Fences, screen walls, and retaining walls.* All fences, screen walls and retaining walls on the property shall be maintained in a safe and structurally sound condition; and shall not otherwise present a deteriorated or blighted appearance**. This includes but is not limited to leaning or damaged fences, fences missing slats or blocks or any other materials that are otherwise broken or damaged in such amounts as to present a deteriorated or blighted appearance. All materials shall be uniform, compatible, and consistent with the design thereof.**

(d) *Landscaping.* **All property shall be free from any conditions that contribute to visual blight including but not limited to dirt yards, vegetation of any kind that is substantially dead or damaged or characterized by uncontrolled growth or lack of maintenance or any similar conditions.** Ground cover consisting of crushed rock, gravel or similar materials shall be one quarter (1/4) inch or larger in size and be maintained at a sufficient depth that covers all exposed areas of dirt.

(e) *Protective treatment.* All exterior wood surfaces exposed to weather, except decay resistant woods, shall be protected with paint or other protective covering.

(f) *Painted surfaces.* All exterior painted surfaces shall be maintained in sound condition. **Painted surfaces that represent a blighted or deteriorated appearance including but not limited to excessive peeling, flaking, chipping, or cracking shall be eliminated and surfaces repainted.**

(g) *Roofs and roof coverings.* Roofs and all appurtenances shall be structurally sound and maintained in a safe condition. Roof coverings shall be substantially

free from broken, rotted, split or curled materials and shall not otherwise present a deteriorated or blighted appearance. All materials shall be uniform, compatible and consistent with the design thereof.

Sec. 25-21. Land maintenance.

The following acts, omissions, conditions, and things in or upon any land, building or structure in the city constitute public nuisances, the existence which are hereby prohibited and declared to be unlawful:

(a) No person shall place any personal property, materials, goods, wares, merchandise or similar items of any kind in or upon any public street, sidewalk, alleyway or rights-of-way. Items placed by or approved by the city are exempt from this subsection.

(b) No person shall attach or place any sign, placard, poster, banner or any other advertising device to any tree, public utility structure, traffic control device, streetlight standard, or any other device upon the public streets, alleyways, sidewalks or rights-of-way. Signs, banners or other devices approved by the city are exempt from this subsection.

(c) No person shall place, deposit or leave in or upon any public street, alleyway, sidewalk, rights-of-way, park or other city building or property any bottles, glass, cans, graffiti, handbills, posters, pieces of scrap metal, metal articles, paper or other material or items, except in proper containers for collection.

(d) No owner or occupant of any property shall allow or permit any trees, shrubs, or other plant growth on the property to impede, obstruct or interfere with the free passage upon any public street, sidewalk, or alleyway; or obstruct the visibility of drivers; or interfere with any traffic control device; or signs or street lighting. Tree limbs must be maintained to hang no lower than twelve (12) feet above any public street or alleyway and seven (7) feet above any public sidewalk. Trees below seven (7) feet, shrubs or other plant growth must be maintained one (1) foot from any public sidewalk.

(e) No person shall allow the accumulation of items such as but not limited to bottles, glass, cans, pieces of scrap wood, metal, metal articles, paper, plastic, boxes, tires, vehicle parts or other such materials or items in unsheltered areas of private property.

(f) No person shall place and/or store furniture, except furniture designed and placed for outdoor use, household equipment, appliances, construction or landscape material, cardboard material, plastic material, debris or any similar materials in a location that is visible to a person standing upon any public street or sidewalk.

(g) No person owning or occupying any property fronting on any street, alleyway, or public place in the city including the area between the property line of such property and the street shall allow thereon grass or weeds to exceed a height over six (6) inches when such conditions create a blighting condition or may harbor infestations or are likely to become a hazard to the public health or safety.

(h) No person owning any vacant building or vacant property within the city shall allow thereon grass or weeds to exceed a height over six (6) inches or allow the accumulation of discarded construction materials, construction waste, trash or any other debris when such conditions create a blighting condition, or may harbor infestations or are likely to become a hazard to the public health or safety.

(i) No person shall place any waste materials, trash, weeds, or other accumulation of debris upon any public or private property not owned or under the control of such person, other than placement of refuse for collection in accordance with chapter 18, article III of the Code of the City of Glendale.

(j) The storage of construction materials in unsheltered areas of the yard in which insects may breed or multiply or which provides harborage for rodents or which constitutes a hazard to the public health or safety is prohibited. This paragraph shall not apply to any construction material when a valid building permit exists for the property on which the construction material is located and the construction material is intended to be incorporated in the project for which the permit is issued.

(k) No person shall allow any palm tree to have an excessive accumulation of dead or dry fronds that descend downward from the base of the lowest living frond more than four (4) feet or dry fronds longer than four (4) feet and closer than seven (7) feet to the ground that may result in insect or other infestations or result in other conditions that adversely affect the public health or safety.

(l) Any person owning any vacant property that has been subject to illegal dumping on more than three (3) occasions within a twelve (12) month period must effectively secure the area where the illegal dumping has occurred and place "no dumping" signs. Methods such as, but not limited to permanent fencing, ditch and/or berm or four (4) foot posts at four (4) foot intervals may be used to secure the area where the illegal dumping has occurred.

(1) All required signage must be a minimum of twelve by eighteen (12 (18) inches in size with two-three (2-3) inch lettering mounted on durable grade vinyl, aluminum, fiberglass or similar substrate. The signage must be mounted on a steel support post a minimum of one and one-half (1-1/2) inch diameter and the support must be placed a minimum of eighteen (18) inches in ground. Metal fasteners must be used to anchor the signage to the support post.

(2) If the owner fails or refuses to effectively secure the area where the illegal dumping has occurred and/or place no dumping signs, the city may, at the expense of the owner, complete the work by contract and the owner shall be liable for all costs incurred.
(Ord. No. 1325, § 1(13-2), 12-4-84; Ord. No. 2186, § 6, 2-27-01)
Editor's note: Prior to amendment by Ord. No. 2186, § 6, 2-27-01, § 25-21 concerned definitions of nuisances, as derived from Ord. No. 1325, § 1(13-2), 12-4-84.

Sec. 25-22. Vehicles.

(a) No person shall park or permit to be parked any vehicle for the purpose of sale upon any property or vacant property except where the sale of a vehicle is customary and incidental to the principal use of the property and in accordance with the Glendale zoning ordinance, article 5. Zoning district regulations. A violation of this paragraph shall constitute a misdemeanor punishable by a fine of not less than fifty dollars ($50.00).

(1) The display of one (1) vehicle for sale is permitted at a residence when the vehicle is titled to the owner or occupant of the property, is parked on an improved parking surface on the property and is not being sold in connection with an automobile sales business.

(2) No more than three (3) vehicles may be displayed for sale at the same residence within a twelve (12) month period and only one (1) vehicle shall be displayed for sale at one (1) time.

(b) No person shall park or permit to be parked any vehicle, including but not limited to semi-tractors, semi-tractor trailers, or limousines on any property or vacant property except where the parking of such vehicles is customary and incidental to the principal use of the property and in accordance with the Glendale zoning ordinance, article 5, zoning district regulations. A violation of this paragraph shall constitute a misdemeanor punishable by a fine of not less than fifty dollars ($50.00).

(c) Vehicle covers placed on any vehicle that is visible from any public street or sidewalk must be properly maintained and made exclusively for covering vehicles. A proper cover does not include bed linen, paper, cardboard, plastic sheeting, tarps or any other item or material not manufactured specifically as a vehicle cover. The use of a vehicle cover on any abandoned or inoperable vehicle as defined in section 25-1 is limited to a vehicle that is stored in a carport.

(d) The unsheltered storage of any abandoned or inoperable vehicle, including any vehicle being repaired or restored, that is visible from any public street or sidewalk for a period of fifteen (15) days or more is prohibited except where the storage, repair or restoration is customary and incidental to the principal use of

the property and in accordance with the Glendale zoning ordinance, article 5, zoning district regulations.

(e) An abandoned or inoperable vehicle, including any vehicle being repaired or restored, may be stored in a carport if the vehicle is covered with a properly maintained vehicle cover made exclusively for covering vehicles as described in section 25-22(c).

(f) Within any residential zoned district any vehicle undergoing repair must be titled to the owner or occupant of the property and not more than three (3) such fifteen (15) day repairs shall be permitted in any twelve (12) month period.

(g) Within any residential zoned district no person shall park or store any vehicle such as but not limited to watercraft, camper shell, truck camper, or utility trailer in any portion of the side yard unless screened from the street or the surface area is improved with gravel, concrete, asphalt or paving bricks.

(h) No person shall leave, place or park any abandoned vehicle or inoperable vehicle upon any public street, alleyway, parking lot or other city property.

AGOURA HILLS, CA

5605. Substandard property.

The existence or maintenance of substandard property is prohibited, unlawful and constitutes a public nuisance. Any one (1) or more of the following conditions shall constitute substandard property.

(1) Substandard buildings;

(2) Unpainted buildings causing dry rot, warping and termite infestation;

(3) Broken, missing or inoperable windows or doors;

(4) Overgrown vegetation which is detrimental to public health, safety or welfare or which detracts from the appearance or property values of the immediate neighborhood. Overgrown vegetation is defined to include, without limitation:

a. Vegetation likely to harbor rats, vermin and/or pestilence.

b. Vegetation hanging over, or obstructing, public rights-of-way or creating a pedestrian or vehicular hazard in the use of public property.

c. Vegetation causing or adding to a fire hazard, including, without limitation, plants, hedges, shrubs or trees growing on or upon the roof of any structure, or within such close proximity of a roof structure or utility line so as to constitute a fire code violation.

(5) Dead vegetation which is detrimental to public health, safety or welfare. Dead vegetation shall mean, without limitation, decayed, diseased or hazardous vegetation, and shall include neglected, poorly watered or unwatered, or otherwise uncared for, trees, weeds, ground cover, shrubs, hedges, plants and other vegetation that cause or contribute to any one (1) of the following conditions:

a. A danger to public health, safety and welfare.

b. A detriment to nearby property, or the value thereof.

c. Causing or adding to a fire hazard.

d. The creation or promotion of dust or soil erosion.

e. Unattractive or unsightly appearance that is contrary to community standards as established by surrounding or nearby properties.

f. The absence of any vegetation where approved or required by the City of Agoura Hills.

(6) Trailers, campers, recreational vehicles, boats and other related apparatus placed or stored in an area that is visible from a public street;

(7) Trailers, campers, recreational vehicles, trucks, and boats that exceed six (6) feet in height and that are parked for more than forty-eight (48) hours within five (5) feet of any side property line.

(8) Inoperable or abandoned motor vehicles or parts thereof placed or stored in an area that is visible from a public street;

(9) Abandoned, broken, discarded, or neglected equipment, machinery or furniture placed or stored for a period of more than forty-eight (48) hours in an area that is visible from a public street;

(10) Clothesline in front yard areas;

(11) Garbage cans placed or stored in front or side yards and visible from a public street except when placed in places of collection at the times permitted;

(12) Packing boxes, paper products or other debris placed, accumulated, or stored in yard areas visible from a public street or adjacent private property;

(13) Maintenance of premises in such condition as to be detrimental to the public health, safety or welfare or in such manner as to constitute a public nuisance as defined by Civil Code Section 3480.

(14) Property, including, but not limited to, building exteriors which are visible from a public right-of-way or adjacent private property and maintained in such condition as to become so defective, unsightly, or in such condition of deterioration or disrepair that the same detracts from the appearance of the immediate neighborhood. This includes, but is not limited to, the keeping or disposing of or the scattering over the property or premises of any of the following:

a. Lumber, junk, trash or debris;

b. Abandoned, discarded or unused objects of equipment such as automobiles, furniture, stoves, refrigerators, freezers, cans or containers;

c. Stagnant water, or excavations;

d. Any device, decoration, design, fence, structure, clothesline or vegetation which is unsightly by reason of its condition or its inappropriate location;

(15) Grading which does not meet the minimum standards set forth in the building code of the City of Agoura Hills or which is done in violation of this Code or any other city or state law regulating grading.

(16) Any other condition or activity on real property that violates any local, state or federal law or regulation, or that is contrary to any public agency approval, permit, or condition thereof.

(Ord. No. 03-318, § 1, 4-9-2003)

CITY OF LEMORE, CA

4-4-2: FINDINGS: The city council finds and determines as follows:

(This section is very nice overall!!)

A. The city has a history and reputation for well-kept properties, and property values and general welfare of the community are founded, in part, upon the appearance and maintenance of private property;

B. Owners and occupants of some properties within the city have permitted visual blight, including, but not limited to, deteriorated buildings, the accumulation of overgrown, rank and noxious vegetation and the accumulation of broken or discarded personal property in front yards;

C. The existence of such conditions as described in this chapter is injurious and inimical to the public health, safety and welfare of city residents and contributes to the deterioration of residential, commercial and industrial areas;

D. Abatement of these conditions is in the best interest of the health, safety and welfare of the citizens of the city because maximum use and enjoyment of properties in close proximity to one another depends upon a minimum standard of sightliness. The beneficial effects of maintaining a minimum standard of sightliness for properties in the city include, but are not limited to, appreciation of property values, physical improvements of residential, commercial and industrial zones, attraction of capital investors to residential, commercial and industrial zones, increase in commercial trade and industrial productivity and increase in the tax base of the city;

E. The abatement of such conditions will improve the general welfare, health, safety, and image of the city;

F. The abatement procedures set forth in this chapter are reasonable and afford due process to all affected persons;

G. The uses and abuses of property, as described in this chapter, reasonably relate to the proper exercise of police power to protect the health, safety and welfare of the public. (Ord. 9606, 5-21-1996)

4-4-3: **PROPERTY STANDARDS**: Unless expressly allowed by the zoning regulations, it is unlawful for any landowner or person leasing, occupying or having charge or possession of any real property in the city to keep, maintain, deposit or perform on such property any of the following and existence of any of the following is hereby declared a public nuisance:

A. Attractive nuisances dangerous to children and other persons, including, but not limited to, hazardous pools, ponds and excavations, and abandoned, broken or neglected household appliances, equipment and machinery, unless located behind a screened fence preventing access to the area.

B. Overgrown, dead, diseased, decaying or hazardous trees, shrubs, ground cover or weeds likely to harbor vermin, restrict or impede access to or public use of adjacent sidewalks and streets, obstruct traffic-control signs and devices and fire hydrants, pose a risk of physical injury to the public or constitute an unsightly appearance.

C. Used or damaged lumber, junk, trash, debris, scrap metal, concrete, sand, asphalt, cans, bottles, tires, salvage materials, boxes, containers, bins, and abandoned, discarded, inoperative or unusable furniture, stove, refrigerator, freezer, sink, toilet, cabinet or other household fixture, yard waste or equipment stored so as to be visible from a public street, alley or from an adjoining property for a period in excess of one week, except nothing herein shall preclude the placement of stacked firewood for use on the premises in the side or rear yards of the premises.

D. Any wall, fence, or hedge in such condition of deterioration or disrepair as to constitute a hazard to persons or property or cause depreciation in the value of any adjacent or nearby property.

E. Broken windows or doors constituting hazardous conditions and inviting trespassers or malicious mischief.

F. Buildings that are bearded up, partially destroyed, not properly secured or partially constructed or incomplete after the building permit authorizing its construction has expired.

G. Maintenance of the premises so out of harmony and conformity with the maintenance quality of adjacent or nearby properties as to cause substantial diminution in the enjoyment, use or property values of such adjacent or nearby properties.

H. Storage of automobile, motorcycle, boat or other watercraft, and trailer or parts thereof on residential properties within the front or side yard, unless parked on a paved driveway or screened from view by a minimum six foot (6') high solid fence.

I. Accumulate, store, abandon, dismantle, repair or otherwise locate inoperative trailer, camper, boat or other watercraft, motor vehicle or parts thereof on private property for a period in excess of fourteen (14) consecutive days, unless stored within an entirely enclosed garage or screened by a minimum six foot (6') high solid fence.

J. City-provided garbage cans or other trash receptacles stored within the front yard or on street, except when placed in locations of collection at times of collection, not extending more than twenty four (24) hours. Any other garbage cans or receptacles visible from the street.

K. Placement of satellite dish antennas over two feet (2') in diameter within the front or side yards abutting a street unless behind a solid fence of minimum six feet (6') high.

L. Fountains, pools and ponds unmaintained such that they harbor algae, bacteria or mosquitoes.

M. Cracked walkways or driveways if the cracks are such that weeds and growth come up through the cracks where an area is in overall poor condition.

N. Construction equipment and machinery and building supplies and materials stored in areas visible from public rights of way or neighboring properties unless part of an active and approved construction project.

O. Disposal of oil, gasoline, other petroleum products, noxious chemicals, pesticides, or other gaseous, liquid or solid wastes in such a manner as to constitute a health hazard or degrade the appearance of or detract from the aesthetic and property values of neighboring properties.

P. Buildings in disrepair with wall cracks in excess of one-fourth inch (1/4") width, leaking roofs, defective electric wiring or otherwise not in compliance with building codes to the extent it presents a dangerous situation or effect on property values. (Ord. 9606, 5-21-1996)

HUBER HEIGHTS, OHIO

(Very straightforward and down to earth!!)

PROPERTY MAINTENANCE

It is to everyone's benefit that properties in our city be maintained in accordance with the City's Property Maintenance Code, and any other ordinances that contribute to the safety and general well being of the residents, and the maintenance of property values.

No matter if you rent or own, this is where you live, this is where you are raising your children. Many of us have raised our kids in this city and plan to enjoy our retirement here. We can do this and enjoy a more secure lifestyle if we work together for better neighborhoods.

Huber Heights Property Code Requirements

- The exterior of a property and every structure on the property, including but not limited to; walls, roofs, cornices, chimneys, drains, towers, porches, windows, doors, awnings, and stairs, must be in good repair.
- All land shall be properly maintained with lawns, hedges, bushes, trees, and other vegetation to be trimmed and kept from becoming overgrown and unsightly where exposed to public view or such vegetation may constitute a blighting influence on adjoining property.
- **All property shall be maintained free from weeds or plant growth in excess of 8 inches.**
- All fences, retaining walls, or similar structures shall be constructed in a workmanlike manner and maintained in the same manner so that they are always in a state of good repair. All fences shall be treated periodically so as to retard deterioration including the painting of chain link fences.
- All accessory buildings shall be kept in good repair and not harbor rats, termites or other vermin.
- **Each building to which a street number has been assigned shall have the number displayed in a position easily observed and readable from the street.**

Safe and Decent Housing is Everyone's Responsibility

As a **PROPERTY OWNER**, you have certain obligations to meet. Protect your investments and the health of the occupants by maintaining your property in good repair.

1. Do all repairs in an approved manner, using proper materials in accordance with all applicable codes.
2. Maintain exterior structure free of broken glass, loose shingles, peeling paint, and crumbling stone or brick.
3. Maintain doors and windows, including storm doors and screen, in
4. Maintain driveways and walkways in a proper state of repair, free of hazardous conditions.
5. Maintain property free of rodents and roaches.

Maintain all yards or lots free of unsightly materials not appropriate to the area and debris that may cause a fire hazard or may act as a breeding place for vermin or insects.

As a **TENANT**, you also have responsibilities. Maintain your home in a neat and sanitary manner and contact the owner when repairs are needed.

1. Maintain dwelling in a clean and sanitary condition, free of conditions that might encourage rodent or cockroach infestations.
2. Properly dispose of garbage and rubbish in containers with lids.
3. Maintain yard in a neat and sanitary manner, free of litter, junk cars, and animal wastes.
4. Cut grass and trim shrubs maintaining landscaping on the lot.
5. Take care of pets. Don't allow them to run free or become a nuisance. Clean up waste daily.
6. Control trees, weeds, and other vegetation. Don't allow any plant or tree to overhang any public sidewalk by less than eight feet.
7. Don't place garbage or trash receptacles at the curb prior to 5:00 P.M. on the day preceding the pickup and all containers must be returned to their original storage place within 24 hours after the pickup.
8. Notify owner when repairs are needed and allow reasonable time to complete repairs before contacting officials.

General Thoughts on Property Maintenance

Raise your neighborhood to a higher standard of living. Become partners with your neighbors to make necessary improvements in your neighborhood.

We all have a vested interest in this city. We must work together to make and keep our city decent, clean and safe.

GWINNET COUNTY, GA

Property Maintenance Ordinance Summary

DIVISION 2 PROPERTY

Section 14-301 Fences and Walls

Fences and walls shall be maintained in a structurally sound condition and in good repair. Fences shall be free from loose or rotting materials and shall have braces and supports attached or fastened in accordance with common building practices.

Section 14-302 Grass, Weeds and Uncultivated Vegetation

Premises and exterior property shall be maintained free from grass, weeds or uncultivated vegetation in excess of 12 inches in height.
Exceptions:
1. Property one (1) acre or greater in size;
2. Property zoned RA-200 (agriculture-residence district).

Section 14-303 Junk Vehicles

Junk vehicles shall not be kept, permitted, parked, stored or maintained on any premises or public street right-of-way.
Exceptions:
1. Junk vehicles, limited to a maximum of two (2), which are kept within a fully enclosed building on property in residential zoning districts provided the owner or occupant of the property is in the process of reconditioning the junk vehicles for personal use;
2. Junk vehicles which are kept on property in zoning districts authorized by the Zoning Resolution for repairing, reconditioning or remodeling junk vehicles and provided that such junk vehicles are not stored for the purpose of salvage of parts but is in the continual process of repair, reconditioning or remodeling;
3. Junk vehicles which are kept on property in zoning districts as authorized by the Zoning Resolution for a junk or salvage yard;
4. Junk vehicles which are kept on residentially zoned property five (5) acres or greater in size.

Section 14-304 Open or Outdoor Storage

The open or outdoor storage of appliances, building materials or rubbish, equipment, garbage, goods, glass, materials, merchandise, rubbish, trash or similar items shall not be permitted, maintained or stored on any premises for more than 24 hours.

Exceptions:
1. Property where outdoor storage is authorized by the Zoning Resolution;
2. Cut wood which is neatly stacked in lengths not to exceed 3 feet for the personal use of the owner or occupant;
3. Residentially zoned property five (5) acres or greater in size.

Section 14-305 Trees

1. Hazardous Trees
Dead, dying, damaged or diseased trees shall not be allowed to exist or to be maintained on any premises which are hazardous to persons on adjacent property or to adjacent property. A finding by a registered forester or certified arborist shall constitute prima-facie evidence that a tree is in danger of falling upon adjacent lots or public streets due to the death or impending death of the tree, or due to damage by weather conditions or due to disease infestation.
2. Tree Stumps
Tree stumps greater than 12 inches in height above ground level shall not be permitted or maintained on any premises for more than 30 days after the tree has been cut.
Exceptions:
a. Property covered by a valid land disturbing permit;
b. Property one (1) acre or greater in size;
c. Property zoned RA-200 (agriculture-residence district).
3. Tree Debris
Felled trees, slash, removed tree limbs, or other portions of any tree shall not be permitted or maintained on the ground on any premises for more than 30 days.
Exceptions:
a. Property covered by a valid land disturbing permit;
b. Cut wood which is neatly stacked in lengths not to exceed 3 feet;
c. Property one (1) acre or greater in size;
d. Property zoned RA-200 (agriculture-residence district).

Section 14-306 Swimming Pools

Stagnant water in swimming pools conducive to the breeding or harboring of mosquitoes or other insects shall not be permitted or maintained on any premises. A finding by a health official of the Gwinnett County Environmental Health Department shall constitute prima-facie evidence that stagnant water in a swimming pool is conducive to the breeding or harboring of mosquitoes or other insects.

DIVISION 3 BUILDINGS

Section 14-321 Exterior Surface Treatment

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches and trim shall be maintained in good repair. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints shall be maintained weather resistant and watertight.

Section 14-322 Exterior Walls

Exterior walls of buildings shall be maintained free from holes, breaks, loose or rotting materials; and shall be maintained weatherproof and properly surface coated as needed to prevent deterioration.

Section 14-323 Roofs

Roofs of buildings shall be maintained so that they are structurally sound and in a safe condition and have no defects which might admit rain or cause dampness in the interior portions of a building. All portions, additions or sections of a roof including, but not limited to, the fascia, eave, soffit, sheathing, rafter tail, barge rafter, vent screening, gutter, downspout, roof jack, lead or metal flashing, shall be complete with all trim strips, moldings, brackets, braces and supports attached or fastened in accordance with common building practices.

Section 14-324 Exterior Stairways, Decks, Porches and Balconies

Exterior stairways, decks, porches and balconies, and all appurtenances attached thereto, of buildings shall be maintained so that they are structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Section 14-325 Windows

Windows of buildings shall be fully supplied and maintained with glass window panes or with a substitute approved by the director of the Department of Planning and Development, which are without open cracks or holes. Screens, if provided, shall be securely fastened to the window.

Section 14-326 Exterior Doors and Frames

Exterior doors of buildings shall be maintained so that they fit reasonably well within their frames so as to substantially prevent rain and wind from entering a building. Exterior door jambs, stops, headers and moldings shall be securely attached to the structure and maintained in good condition without splitting or

deterioration. Additionally, exterior doors shall be provided with proper hardware and maintained in proper working condition.

Section 14-327 Decorative Features

Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

Added section restricting occupancy

• Residential Occupancy Limitations (Sections 14-341 through 14-347):
Occupancy limits established as follows:
• Bedroom Area (Section 14-344):
1 occupant bedroom - 70 square feet
2 or more occupant bedrooms - 50 square feet per person
• Living Room Area (Table 4.5):
1 to 2 occupants - no requirement
3 to 5 occupants - 120 square feet
6 or more occupants - 150 square feet
• Dining Room Area (Table 4.5):
1 to 2 occupants - no requirement
3 to 5 occupants - 80 square feet
6 or more occupants - 100 square feet
• Kitchen Area (Table 4.5):
1 to 5 occupants - 50 square feet
6 or more occupants - 60 square feet

MAQUOKETA, IOWA

6-21-4 NUISANCES.

A failure to satisfy any one or more of the following provisions shall constitute a nuisance:

1. *General.* All structures, equipment and exterior property, whether occupied or vacant, shall be maintained in good repair and in structurally sound and sanitary condition as provided herein, so as not to cause or contribute to the creation of a blighted area or adversely affect the public health or safety.

2. *Rodents and vermin.* All structures, equipment and exterior property shall be kept free from rodent and vermin harborage and infestation. Where rodents and vermin are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent and vermin harborage and prevent re-infestation.

3. *Accessory structures.* All accessory structures, including, but not limited to, detached garages, fences, storage sheds, fences and walls shall be maintained in structurally sound condition and in good repair.

4. *Protective treatment.* All exterior surfaces, including, but not limited to, doors, door and window frames, cornices, porches and trim, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or application of other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors, and skylights, shall be maintained weather resistant and watertight.

5. *Foundation walls.* All foundation walls shall be maintained plumb and free from open cracks and breaks, and shall be kept in such condition so as to prevent the entry of rodents or vermin.

6. *Exterior walls.* All exterior walls shall be maintained plumb unless otherwise designed or engineered; free from cracks, holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

7. *Roofs and drainage.* All roofs and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters

and down spouts shall be maintained in good repair, with proper anchorage and free from obstructions.

8. *Stairways, decks, porches and balconies.* Every exterior stairway, deck, porch, or balcony, and all appurtenances thereto, shall be maintained in structurally sound condition, in good repair, and proper anchorage, and capable of supporting the imposed loads.

9. *Chimneys and towers.* All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained in structurally sound condition and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

10. *Handrails and guardrails.* Every handrail and guardrail shall be firmly fastened and capable of supporting normally imposed loads, and shall be maintained in good condition.

11. *Basement entrances.* Every basement hatchway or exterior basement entrance shall be maintained to prevent entry of rodents or vermin, and shall be maintained so as not to allow rain or surface drainage water to enter.

SAN JOSE, CA

17.72.520 State of Disrepair

Any building or structure that is in a state of disrepair constitutes property blight. A building or structure is in a state of disrepair when any of the following conditions exist:

A. Exterior walls or roof coverings have become deteriorated, do not provide adequate weather protection, or show evidence of the presence of termite infestation or dry rot; or

B. Broken or missing windows or doors that create a hazardous condition or a potential attraction to trespassers; or

C. Building exteriors, walls, fences, retaining walls, driveways, or walkways that are broken or deteriorated to the extent that the disrepair is visible from a street or neighboring properties; or

D. Any part of the property, including any building or structure located on the property that is visible from a street or neighboring property, that is defaced with Graffiti.

17.72.525 Exterior Property Conditions

The existence of any one or more of the following exterior property conditions constitutes property blight:

A. The property contains overgrown, diseased, dead or decayed trees, weeds or other vegetation that:

   1. Constitutes a fire hazard or other condition that is dangerous to the public health, safety, welfare; or
   2. Creates the potential for the harboring of rats, vermin, vector, or other similar nuisances; or
   3. Substantially detracts from the aesthetic and property values of neighboring properties; or

4. Is overgrown onto a public right-of-way at least twelve (12) inches; or
5. Is completely dead, over twelve (12) inches in height, and covers more than fifty percent (50%) of the front or side yard visible from any street.

B. The property fails to comply with applicable development permit requirements with respect to any landscaping requirements.

17.72.530 Single Family Dwelling Landscaping Requirements

A. A single family dwelling subject to a development permit shall be landscaped in accordance with the requirements of the development permit.

B. Subject to the paved surface limitations set forth in Section 20.30.440 of this Code, a single family dwelling, not subject to a development permit, shall have landscaping installed in the nonpaved portions of the front and side yards that are visible from any street. For purpose of this subsection only, "landscaping" means live trees, shrubs, lawns, other live plant materials or Decorative Landscaping, have been installed.

C. **If only Decorative Landscaping is used to meet the requirements of this Section, Weed Block shall also be used.**

D. Failure to meet the landscaping requirements of this Section constitutes property blight.

(This actually came up in another recently incorporated city – hence the larger type – we should consider it!)

A. Any airplane or other aircraft, or any parts thereof in the front or side yard.

17.72.225 Household Item

"Household Item" means any item, including any part of the item, typically used in the interior of a dwelling. By way of example and not limitation, the term Household Item includes washing machines, sinks, stoves, heaters, boilers, tanks, mattresses, sofas, couches or futons, upholstered chairs, and indoor carpets. The term Household Item excludes furniture expressly designed for outdoor use and refrigerators.

17.72.570 Storing or Maintaining Household Items

A. No Household Item shall be stored or maintained in an area visible from any street for a period of time in excess of seventy-two (72) consecutive hours.

B. The storage or maintenance of a Household Item in a side or rear yard shall either be:

   1. In an accessory building constructed in accordance with the provisions of this Code; or
   2. In an area that provides for a five-foot (5') setback from any property line and, which is not visible from any street. In addition to the setback requirement, at least one thousand five hundred (1,500) square feet, or at least sixty percent (60%) of the remaining rear yard area, whichever is less, must be maintained as usable outdoor recreational space.

C. No Household Item shall be stored, or maintained within five feet (5') of any required building exit, including exit windows.

ROSSMOOR, CA

Sec. 3-13-7. Standards for developed property.

All developed real property in county territory shall be maintained at a level not less than the following standards.

a. Condition of structures. Structures shall not be partially destroyed, abandoned, unsecured, or permitted to remain in a state of partial construction for more than 30 days. Buildings or structures shall not be boarded up for a period in excess of 10 days without a valid demolition or building permit on file, except in compliance with Sections 7-1-18 and following of this Code.

b. Building exteriors and roofs. Exterior building surfaces and roofs shall be maintained free of significant surface cracks, missing materials, warping, dry rot which either threaten the structural integrity, or result in a dilapidated, decaying, disfigured, or partially ruined appearance.

c. Use of tarps. Excluding emergency repairs, it is prohibited to use tarps for roof and building repairs. Additionally, the use of tarps for vehicle covers, or temporary canopies, enclosures, and/or awnings is prohibited in any outdoor area visible from any public right-of-way.

d. Paint. Painted surfaces on buildings, trash enclosures, walls, retaining walls, fences, and structures shall be maintained in order to prevent decay, excessive checking, cracking, peeling, chalking, dry rot, warping, or termite infestation.

e. Graffiti. All structures, equipment, walls, and fencing on the property shall be maintained free of graffiti pursuant to Division 16 of Title 3 of this Code.

f. Lighting. All exterior light fixtures shall be maintained in good working order free of broken lamps, lens, and light bulbs. Furthermore, the structural integrity of all supporting poles and mounting fixtures shall be

maintained. All insulation and connections shall be intact and free of exposed wire.

g. Windows. Broken windows and glass doors and the use of materials other than glass as a replacement or covering of windowpanes are prohibited.

h. Window screens. All window and glass door screens shall be maintained free of tears, rips, and holes. On residential rental properties, window screens are required on all windows.

i. Trash bins. Trash bins or dumpsters shall be kept within an enclosed building, trash enclosure, or screened from public view to the maximum extent feasible. Overflowing trash bins or dumpsters due to inadequate number of bins and/or request for service from the trash hauler is prohibited.

Use of commercial trash bins for residential uses in the R-1 zone is prohibited

j. Walls, fences, and trash enclosures. All walls, retaining and crib walls, and fences abutting public rights-of-way (including alleys), and trash enclosures, shall be maintained free of significant surface cracks, dry rot, warping, deterioration, leaning, missing panels or blocks which either threaten the structural integrity, or result in a dilapidated, decaying, disfigured, or partially ruined appearance.

k. Parking areas, sidewalks. Parking areas, private alleys, driveways, sidewalks, and walkways shall be maintained free of potholes, cracks, breaks, lifting, and other deteriorated conditions.

l. Signs. All signs shall be maintained in order to prevent deterioration, disrepair, and unsightliness.

m. Excavations. Excavations, abandoned wells, shafts, basements, and other holes shall be properly secured to prevent access by unauthorized persons.

n. Landscaping. With the exception of R-1 properties, all landscaping on the property shall be maintained pursuant to Section 7-9-132 and following of this Code. For R-1 properties, all landscaping visible from public rights-of-way shall be maintained in a healthy condition free of dying, dead, diseased, decayed, discarded and/or overgrown vegetation.

o. Parkway landscaping. In residential areas, the public parkway shall be landscaped and maintained by the adjacent property owner(s). The landscaping shall be maintained in a healthy condition free of dying, dead, diseased, decayed, discarded and/or overgrown vegetation.

p. Drainage. Onsite drainage improvements shall be maintained in order to prevent deterioration, disrepair, and ineffectiveness.

q. Rodent and vermin control. All property, including landscaped areas, buildings, and structures, shall be maintained free of rodents and other vermin.

r. Outdoor drying. In all residential zones or residential developments, the outdoor airing and/or drying of laundry, clothes, other household linens, or food is permitted only in rear or side yards, provided that the items are not visible from public rights-of-way.

s. Pools. Barrier fencing and gates for swimming pools and spas shall be maintained as required by the California Building Code. Swimming pools and spas shall not contain unfiltered or stagnant water.

PASADENA, CA

14.50.040 Prohibited activities or conditions.

It is declared unlawful and a public nuisance for any person owning, leasing, occupying, or having charge or possession of any property in this city to maintain such property, regardless of whether such property contains a conforming or legal nonconforming use or structure, in a manner that any of the following conditions or activities are found to exist thereon:

1. The accumulation of dirt, litter, junk, salvage materials, lumber or other debris visible from a street, sidewalk, alley or neighboring property, or verified through other lawful means.

2. Clotheslines or clothes hanging in front yards, on front porches, or balcony railings and visible from a public street.

3. Unconcealed trash can stored in the front, corner or side yard visible from a street, sidewalk, or alley. Trash can stored in the front, corner or side yard shall be concealed by the use of the following materials singly or in combination, and shall be architecturally consistent with the materials used in the surrounding buildings:

a. Masonry, such as exterior wall brick or finished precast concrete block, such as striated or fluted block. Unfinished cinder block shall not be permitted in the front yard. Masonry walls and fences constructed in the front or side yards, or visible rear yards in a landmark district, the central district, or on property designated as a landmark or historic monument, or listed in the National Register of Historic Places, or eligible for designation or listing, shall be subject to review under Chapter 17.52 or Chapter 17.92 of the Zoning Code.

b. Wood, provided that the wood is cedar, redwood or pine and at least five-eighths of an inch thick. If cedar, redwood, or pine is used to conceal a trash can, it shall be weather-protected from possible rot or decay by the application of a preservative on a regular basis by the party responsible for the maintenance of the subject premises;

c. Evergreen shrubbery consisting of permanent, living material which is continuously maintained in a sound, healthy and vigorous condition, free of plant diseases, insect pests, weeds, refuse and debris. Shrubbery shall be maintained so as to create a continuous barrier and must effectively conceal the trash can;

d. Earthen berm or recession with an embankment so as to achieve a continuous barrier.

4. Any trash can, refuse container, or recycling bin placed in a front yard or near the street curb for more than 24 hours before or after the time for collection of garbage or other materials from said container.

5. Broken or discarded furniture, household or business equipment, shopping carts or similar items, placed outdoors for more than 24 hours.

6. Attractive nuisances dangerous to children, including but not limited to: abandoned, broken or neglected equipment, machinery, dilapidated structures, refrigerators and freezers, excavations and hazardous pools, whether or not they contain any water or liquid.

7. Any sidewalk or driveway on private property which is broken, damaged or raised to such a degree as to be hazardous to persons using said sidewalk or driveway.

8. Overgrown vegetation likely to harbor rats, or other vermin, or which attain such growth as to become a fire menace when dry or which are otherwise noxious, dangerous or unsightly.

9. Dead, decayed, diseased or hazardous trees which constitute an unsightly appearance, or present a danger to public safety and welfare, or are detrimental to neighboring properties or property values.

10. Trees or other vegetation obstructing visibility at an intersection, or which restrict or impede access to public use of adjacent sidewalks or streets, obstruct official traffic-control devices, or prevent access by city street sweepers cleaning streets. Sidewalk access is impeded when encroaching shrubbery, ground cover, tree branches and other such vegetation cause less than a minimum clear area of 5 feet in width, and 7 feet 6 inches in height to be available for sidewalk traffic.

11. Gross lack of maintenance of grounds on which a structure exists where the grounds are visible from a public street, sidewalk, or from neighboring properties, and where such condition would have a tendency to substantially depreciate the aesthetic environment or property values of surrounding properties.

12. Graffiti or other words, letters or drawings which remain on the exterior of any building or fence for a period of 48 hours and are visible from a street, sidewalk or alley.

13. Residential or commercial buildings left in a state of incomplete construction, partial demolition, damaged by vandalism, fire, earthquake or other acts for a period of 6 months (excluding such time when work is in progress pursuant to a valid building or other construction permit).

14. Fence, wall or vegetation surrounding a vacant or unoccupied building which is maintained in a state of unsightliness or visual blight for a period of 30 days.

15. Any structure in a state of substantial deterioration, including but not limited to: peeling paint on a facade, broken windows, roof in disrepair, damaged porch, broken steps or other deterioration or disrepair, visible from a public street, sidewalk, or from

neighboring properties, where such condition would have a tendency to depreciate substantially the aesthetic environment or property values of surrounding properties.

16. Failure to secure all doorways, windows or other openings into a vacant structure, or provide fencing for the entire parcel containing the vacant structure, to prevent persons from gaining unauthorized access.

17. Dirt, sand, gravel, concrete, scrap metal, wood, building materials or other similar materials kept, stored, deposited or accumulated on property for a period of 30 days (excluding such time when work is in progress pursuant to a valid building or other construction permit).

18. The accumulation of dirt, litter or debris in any vestibule or doorway or on the adjoining sidewalk of a commercial building.

19. Any sign and/or sign structure relating to a use no longer conducted or product no longer sold on the property more than 45 days after a change in use or after the structure upon which the sign and/or sign structure is placed has been abandoned.

20. Signs and/or sign structures maintained in a deteriorated condition.

21. Any sign or advertising structure which was unlawfully erected on public or private property, or declared to be hazardous or unsafe by the city building official.

22. Any sign legally erected which later became nonconforming as a result of the adoption of an ordinance on which the amortization period provided by the ordinance or other law has expired, and for which conformance has not been accomplished.

23. Failure to park or store in a garage inoperative vehicles, or vehicles placed on blocks, or otherwise immobilized which are in a residential zone.

24. Parking or storage of commercial or construction vehicles or equipment in areas zoned for residential use.

25. Repair and/or dismantling of any vehicle or boat in a residential zone where such activity can be seen from the street or sidewalk, except where such repair and/or dismantling is completed and any evidence of repair, including tools, equipment, motor oils and other fluids, rags, spills, parts, and debris is removed within 3 days after the repair or dismantling was begun. All major vehicle repair must be conducted within a garage. No vehicle repair may be conducted in a customer parking lot serving an auto part or other store.

26. Property maintained in such a manner as to constitute a public nuisance as defined in Civil Code Section 3480.

27. Any dangerous, unsanitary, blighted or unsightly condition which is detrimental to the health, safety or welfare of the public.

28. Any other condition or activity recognized in law or in equity as constituting a public nuisance.

29. Oversized vehicles (including but not limited to motor homes, recreational vehicles, trailers, camper shells, slide-in campers, boats, or parts thereof) parked or stored other than in covered parking or on a paved area at the rear of the property Such prohibition shall not apply if the rear yard is inaccessible to the vehicle, in which case parking may be permitted on a paved driveway subject to the following restrictions:

a. The vehicle shall be parked at least 5 feet beyond the front yard property line if there is a sidewalk between the property and the street. If there is no sidewalk between the property and the street curb, the vehicle must be parked at least 5 feet from the paved edge of the street.

b. If the oversized vehicle owner's driveway adjoins a driveway of neighboring property, the location of the oversized vehicle in the driveway shall not create a safety hazard or obstruct the view within 15 feet of the sidewalk or edge of the roadway of that neighbor when entering or leaving his/her driveway.

c. An oversized vehicle parked in the driveway shall not prevent the parking spaces in the garage from being readily accessible. "Readily accessible" means that the oversized vehicle does not have to be moved in order for a second vehicle to enter or exit the garage or carport.

d. Parking in the front yard shall be only upon a driveway leading to covered parking.

e. An oversized vehicle parked in the driveway shall be fully operational, completely assembled, supported only by inflated tires, in good repair, neat and clean. Wrecked, dismantled, unregistered or inoperative vehicles shall not be parked in the driveway or in the rear yard, subject to other sanctions as set forth in this code.

f. An oversized vehicle parked in the driveway shall be moved out of the driveway periodically (i.e., at least once every 30 days) to permit the surface underneath to be cleaned.

g. No vehicle shall be parked on the grass, dirt or other landscaped areas surrounding a residence.

h. Vehicle shall be owned or leased by the residents of the property and licensed with a current registration.

i. An oversized vehicle shall not be used for storage, living or sleeping while parked in the driveway and shall not be connected to water or sewer lines for more than 72 hours.

j. An oversized vehicle may be parked in the driveway for up to 72 hours for the purpose of loading or unloading supplies, or preparing the vehicle for a trip.
30. Storage of abandoned, wrecked, dismantled, unregistered or inoperative automobile, trailer, camper, recreational vehicle, boat or other such vehicles or equipment on residential property.

31. Parking recreational vehicles, campers, boats, cars, or other mobile equipment on the grass, dirt or other landscaped areas surrounding a house.

32. Any condition or activity which adversely affects the health, peace or safety of persons residing or working on the premises or in the surrounding area.

33. Any condition or activity which jeopardizes or endangers the public health or safety of persons residing or working the premises or in the surrounding area.

34. "Repeated nuisance activities" defined as activities occurring on at least two or more occasions within a twelve (12) month period, and including but not limited to disturbances of the peace, illegal drug activity, public drunkenness, drinking in public, harassment of passersby, gambling, prostitution, sales of stolen goods, public urination, theft, assaults, batteries, acts of vandalism, loitering, excessive littering, illegal parking, loud noises particularly in late night or early morning hours, traffic violations, curfew violations, lewd conduct, or police detentions and arrests related to such activities.

35. Any violation of any provision of any city, state or federal regulation, ordinance or statute. (Ord. 6936 § 4, 2003; Ord. 6630 § 3, 1995: Ord. 6421 § 1, 1991; Ord. 6402 § 2 (part), 1990)

LAKEWOOD, CA

Municipal Code Property Standards
Amended by Ordinance 2001-5

4323. UNSIGHTLY PROPERTY. It is unlawful for any owner, lessee or occupant of any building, grounds or lot to keep or maintain or allow to grow or to accumulate any materials, growth or things which, because of its proximity to and view from neighboring or other property in the vicinity, depreciates the value of surrounding property or is injurious to the public health, safety or welfare, or to neighboring property, or the health or welfare of residents of the vicinity. These unsightly conditions are as follows:

A. ABANDONED OR DESTROYED OR PARTIALLY FINISHED BUILDING. Any building which is in an unsightly condition because of abandonment or lack or occupancy for a period of one (1) year or abandoned and unoccupied for a period of sixty (60) days because of partial destruction or failure to complete construction with the time authorized by a building permit or any extension thereof.

B. UNSIGHTLY AND DEFICIENT EXTERIOR MATERIALS. Any building which has peeling,
cracked, faded, chipped, torn or missing exterior surface materials, including, but not limited to, paint, stucco, siding, shingles and roof shingles so as to make the same unsightly. "Exterior surface materials" include roofing, building walls, doors, garage doors, porches, patios, awnings, screens, windows, window frames and casements, ledges, fascias, eaves and any wood or vinyl trim.

C. ACCUMULATION OF LITTER AND DEBRIS. Any accumulation of dirt, litter, debris, rubbish, trash, discarded items, including, but not limited to, discarded household items and vehicle part, accumulated to such an extent and left in yard areas, vestibules, doorways in open view to surrounding property.

D. GROUND COVER. In connection with a building, the failure to maintain a ground cover in a condition to eliminate an unsightly appearance by failure of the owner or occupant to prevent erosion, excessive dust, or the accumulation of water and mud. Ground area is that area appurtenant to and non-occupied by buildings, accessory structures, walkways, pools and spas, driveways, decks or similar architectural or decorative device. Such ground areas shall be maintained with a reasonable ground cover to eliminate the aforementioned detrimental features, including, but not limited to, grass, plants, shrubs and flowers or artificial or decorative features including bark, rock, cement and other vegetation.

E. FENCES AND WALLS. Any fence or wall or accompanying gate which is torn, leaning or tilting in an unsafe manner, dilapidated, deteriorated, rotted or missing parts or materials thereof.

F. GARAGE DOORS. Any garage access door open to public view, either from the street or alley which is inoperable, broken, lacking paint or missing visible parts or materials. Lack of a garage door where the open garage is visible from the street or alley so as to be unsightly.

H. REFUSE CONTAINER STORAGE. Any refuse container stored in the front yard or side yard of a corner lot adjacent to a street and visible from the public street, except where placed in places of collection at the times and manner permitted in this Code.

I. OVERGROWN VEGETATION. Any vegetation in any and all yard areas adjacent to a building or structure which is so overgrown or lacking in maintenance to be unsightly to neighboring property or potentially, because of size and lack of maintenance, is dangerous to the public health, safety and welfare. Vegetation includes trees that, because of size and lack of maintenance or disease, may be injurious to neighboring structures and inhabitants.

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Curt Haven, Dir. of Economic Development

SUBJECT: **ADOPTION OF SURVEY AREA TO CONSIDER REDEVELOPMENT OPPORTUNITIES**

RECOMMENDATION

Adopt Resolution No. 16-2005 designating the current Rancho Cordova Planning Area boundaries as the boundaries for the Redevelopment Survey Area.

BACKGROUND

Some areas in the City of Rancho Cordova (City) appear to exhibit adverse physical and economic conditions and the City and its Redevelopment Agency (Agency) are considering the use of redevelopment, as defined under the California Redevelopment Law (CRL), to assist in the revitalization of those areas.

The first step in the redevelopment process under the CRL is the adoption of a survey area so that the Agency can study and determine what areas are in need of, and eligible for, redevelopment assistance.

Given the City's current planning efforts and in order to allow for the greatest amount of flexibility, the Agency is proposing that City Council adopt a large survey area that is contiguous with the City's Planning Area. Once the study of the survey area is complete, the analysis will provide the information needed to refine the boundaries and allow the City to designate a formal "project area" within which redevelopment activities can be conducted in accordance with the CRL.

The designation of the survey area is solely for study purposes and does not obligate the City or the Agency regarding any other redevelopment activities. Therefore, staff recommends that the Redevelopment Survey Area boundaries match those of the Planning Area.

AGENDA ITEM # 25

CITY OF RANCHO CORDOVA
RESOLUTION NO. 16 - 2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DESIGNATING THE CURRENT RANCHO CORDOVA PLANNING AREA BOUNDARIES AS BOUNDARIES FOR REDEVELOPMENT SURVEY AREA

BE IT RESOLVED: That the City Council of the City of Rancho Cordova does hereby find and determine pursuant to Section 33312 of the California Health and Safety Code that the area designated in Exhibit A hereto requires study to determine if a redevelopment project or projects within said area are feasible. The description of the boundaries of the survey area hereby designated is contained in Exhibit A hereof.

Be it further resolved that the City Manager, City Attorney and subordinate staff are authorized to undertake any and all studies necessary and appropriate to proceed with the determination of feasibility and to advance such sums to the Redevelopment Agency of the City of Rancho Cordova as may be required.

ADOPTED, THIS 18th day of January, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____
Ken Cooley, Mayor

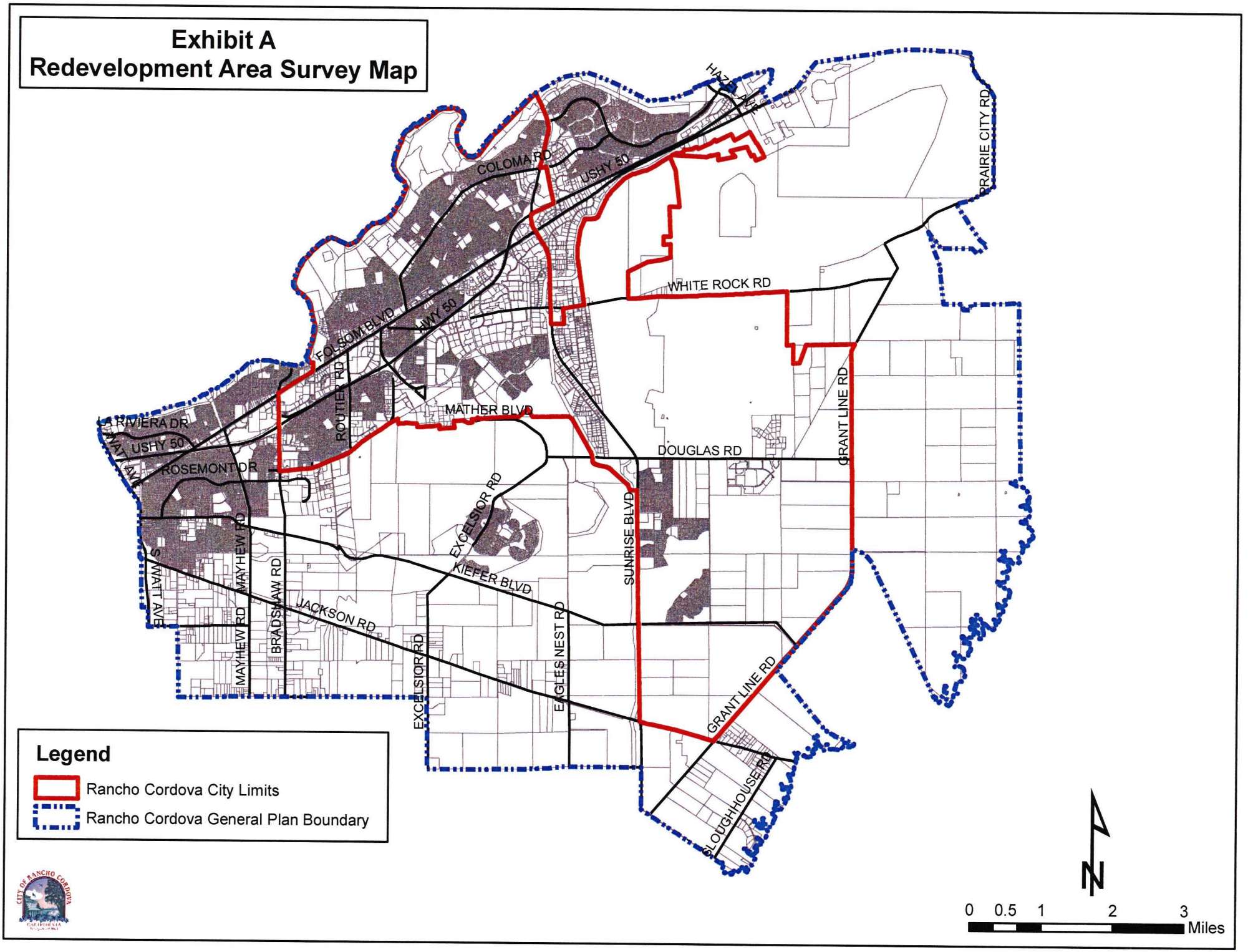
ATTEST:

_____
Lillian E. Hare, City Clerk

EXHIBIT A

SURVEY AREA MAP

Exhibit A
Redevelopment Area Survey Map



MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Lillian Hare, HR Director/City Clerk

SUBJECT: **CONSIDER APPOINTMENT OF A DIRECTOR AND AN ALTERNATE TO THE SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT BOARD**

RECOMMENDATION

Appoint a Director and Alternate and Adopt Resolution 15-2005.

BACKGROUND

Recent efforts to expand the Board of Directors of the Sacramento Metropolitan Air Quality Management District have resulted in an invitation to the cities of Citrus Heights, Elk Grove and Rancho Cordova to appoint a Director to sit on the District Board. Once the initial appointment has been made by the City Council, the City Selection Committee will confirm the appointment. Subsequent appointments will not require the City Selection Committee ratification.

The Board of the Sacramento Metropolitan Air Quality Management District typically meets on the fourth Thursday of the month at 9:30 a.m. in the Sacramento County Board of Supervisors Chambers.

Larry Greene, Air Pollution Control Officer, is staff to the District.

Attachment: Resolution 15-2005

AGENDA ITEM # 26

RESOLUTION NO. 15-2005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO MAKING AN APPOINTMENT TO THE SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

Whereas, the Sacramento Metropolitan Air Quality Management District jurisdiction is comprised of the County of Sacramento and its incorporated cities, and is part of the Sacramento Federal Nonattainment Area, which is classified as a "serious" nonattainment area for the federal eight-hour ozone standard with an attainment deadline of 2013; and

Whereas, the City of Rancho Cordova recognizes that it has an important role in helping the nonattainment area improve air quality to protect the public health; and

Whereas, Health and Safety Code §40980(c) states that the SMAQMD Board of Directors shall include one or more members who are mayors or city council members, and that the number and composition of the Board shall be determined by Sacramento County and the cities within the County; and

Whereas, the SMAQMD Board of Directors is currently composed of the following members:

- All five members of the Sacramento County Board of Supervisors
- Three members of the Sacramento City Council
- One member representing Folsom, Isleton and Galt; and

Whereas, since the SMAQMD Board of Directors expanded in 1994 to accommodate all of the incorporated cities in existence at that time, three additional cities have incorporated:

- Citrus Heights, incorporated January 1, 1997
- Elk Grove, incorporated July 1, 2000
- Rancho Cordova, incorporated July 1, 2003; and

Whereas, the City of Rancho Cordova agrees that the composition of the SMAQMD Board of Directors should be expanded to accommodate the additional cities and shall be comprised of a 14-member Board that reflects, to the extent feasible and practicable, the geographic diversity of the SMAQMD and the variation in population of the incorporated cities and the unincorporated portion of Sacramento County; and

Whereas, the 14-member Board shall be comprised of:

- Five members of the Sacramento County Board of Supervisors
- Four members of the Sacramento City Council
- One member of the Citrus Heights City Council
- One member of the Elk Grove City Council
- One member of the Folsom City Council
- One member of the Rancho Cordova City Council

- One council member representing the Cities of Galt and Isleton;

and

Whereas, Health & Safety Code §40980(e)(1) requires that the members of the governing Board who are mayors or city council members shall be selected by the City Selection Committee if the District only contains one county; and

Whereas, Health & Safety Code §40980(e)(2) requires that subsequent appointments to represent a single city within the district on the SMAQMD Board shall be made by the city council of that city at a regularly scheduled city council meeting, consistent with state notice requirements.

Now, Therefore, be it Resolved that the City of Rancho Cordova approves, as required by Health and Safety Code §40980(c) (2), the number and composition of the re-constituted SMAQMD Board of Directors; and

Be it Further Resolved that the City of Rancho Cordova's appointment to the SMAQMD Board of Directors shall be _____ and the Alternate shall be _____; and

Be it Further Resolved that the City of Rancho Cordova requests that the City Selection Committee, comprised of the mayors of the seven incorporated cities within Sacramento County, be convened at its earliest convenience to confirm the appointment of the new council members on the SMAQMD Board of Directors.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on January 18th, 2005 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Ken Cooley, Mayor

ATTEST:

_____
Lillian E. Hare, City Clerk

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Lillian Hare, HR Director/City Clerk

SUBJECT: **CONSIDER APPOINTMENT OF A DIRECTOR AND AN ALTERNATE TO THE SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY**

RECOMMENDATION

By minute action appoint a Director and an Alternate to serve on the Sacramento-Placerville Transportation Corridor Joint Powers Authority.

BACKGROUND

The initial purpose of the Sacramento-Placerville Transportation Corridor JPA, formed in 1991, was to purchase 53 miles of the Placerville Branch right of way from Southern Pacific Railroad. The right of way was purchased in September 1996. The ongoing purpose of the JPA has become preserving the corridor for transportation uses and overseeing property management.

The JPA Board usually meets four times a year and consists of the RT District Board of Directors, Sacramento and El Dorado County Boards of Supervisors and the Folsom City Council and a director at large.

The JPA Board directed its staff last year to approach the City of Rancho Cordova to see if the City had an interest in sitting on the Board of Directors via the director at large position. The JPA requests that if interested, the City appoint a Director and an Alternate.

AGENDA ITEM # 27

MEMORANDUM

DATE: January 18, 2005

TO: Mayor and Council Members

FROM: Lillian Hare, HR Director/City Clerk

SUBJECT: **CONSIDER COUNCIL MEMBER APPOINTMENTS**

RECOMMENDATION

By minute action concur with the appointments listing or make new appointments as deemed appropriate.

BACKGROUND

Consideration of the 2005 Council Member appointments was continued from the December 20, 2004 City Council meeting. The attached listing reflects the current appointments, updated to indicate the Mayor and Vice Mayor serving on the City Selection Committee, the County Criminal Justice Cabinet and the Mayors & Board Chair Forum Collaborative.

Attachment: 2005 Listing of Council Member Appointments

AGENDA ITEM # 28

CITY OF RANCHO CORDOVA
Summary of Council Member Appointments
Councilmember Appointments to Regional Jurisdictions

Agency	Term	Meeting Schedule	Special Requirements or Comments	Current Appointee	Interest for 2005	Interest for 2006
City Selection Committee	Term of serving mayor	Called as needed.	Mayor serves	Cooley Alternate: McGarvey		
County Criminal Justice Cabinet	Term of serving mayor	2nd Thurs. of the month; 8 AM at County Courthouse	Mayor serves	Cooley Alternate: McGarvey		
Sacramento Metropolitan Cable Television Commission	Term is determined by appointing agency	1st Thurs. of the month; 2:30 PM at County Board of Supervisors Chambers		McGarvey (Ex-officio Member) Alternate: Skoglund		
Mayors'& Board Chair Forum Collaborative	Term of serving Mayor	Meeting schedule published regularly	(Must be Mayor for Mayors' & Board Chair Forum) & Mayor plus alternate for Core Group)	Cooley Alternate: McGarvey		
County Sanitation District No. 1 (Meets with Regional Sanitation District)	Term is determined by appointing agency	2nd & 4th Wed. of the month; 9:30 a.m. at County Board of Sups. Chambers		Skoglund Alternate: McGarvey		
Sacramento Regional County Sanitation District (Meets with County Sanitation District)	Term is determined by appointing agency	2nd & 4th Wed. of the month; 9:30 a.m. at County Board of Sups. Chambers		Skoglund Alternate: McGarvey		
Sacramento Transportation Authority (STA)	Term is determined by appointing agency	2nd Thurs. of the month; 1:30 PM at County Board of Sups. Chambers		Cooley Alternate: Budge		
Sacramento Area Council of Governments (SACOG)	Term is determined by the appointing agency	3rd Thurs. of the month; 9AM at SACOG offices		Budge Alternate: Cooley		
Sacramento Regional Transit District Board of Directors		2nd and 4th Monday at 7:00 p.m.		Sander Alternate: McGarvey		

Agency	Term	Meeting Schedule	Special Requirements or Comments	Current Appointee	Interest for 2005	Interest for 2006
Sacramento Metropolitan Air Quality Management District (SMAQMD)	Term is determined by the appointing agency	4th Thursday of the month at 9:30 a.m. at the Sacramento County Board of Supervisors Chambers	**City invited to have a seat on the Board of Directors. A Member and Alternate should be selected..**			
Sacramento-Placerville Transportation Corridor Joint Powers Authority		Quarterly meetings of the Board are at Folsom City Hall. Next two meetings are February 7 and May 16 at 9:00 a.m. (Staff attends the monthly meeting.)	**City invited to have a seat as a director at large. A Director and an Alternate need to be appointed.**			

2x2 Meetings (2 Council Members, 2 Members of other Agency)

Folsom Cordova Unified School District

Meeting	Attendees
Folsom Cordova Unified School District	Mayor, Vice Mayor and City Manager
Sacramento County	Mayor, Vice Mayor and City Manager
Metro Fire	Pending meeting organization
Cordova Recreation and Park District	Pending meeting organization
Elk Grove School District	Pending meeting organization

Sup Item #18

Linda Budge
Mayor

Ken Cooley
Mayor Pro Tem

Robert McGarvey
Council Member

David Sander
Council Member

Dan Skoglund
Council Member

CITY OF RANCHO CORDOVA
CALIFORNIA
Incorporated 2003

December 15, 2004

Mike Tampus
Kimberly's Residential Care Home
2218 Bucks Creek Court
Gold River, CA 95670

Dear Mr. Tampus:

The City is in receipt of your request for an appeal of a Planning Commission decision denying a Conditional Use Permit for your Board and Care Facility, Kimberly's Residential Care Home. This appeal has been scheduled for a hearing before the City Council on January 18, 2005.

Please contact the Planning Department should you have any questions regarding the appeal or myself if you have questions regarding the scheduling of your item.

Sincerely,

Lillian E Hare

Lillian E. Hare
HR Director/City Clerk

C: City Council
Planning Commission

The following is a comparison of the current fees and proposed fees:

	Rancho Cordova: 2004	Rancho Cordova: 2005	City of Citrus Heights	City of Elk Grove	City of Sacramento	County of Sacramento
State Fire Marshal	50.00	50.00	50.00	50.00	50.00	50.00
City/ County	25.00	200.00	25.00	25.00	40.00	25.00
Fire Dept. Task Force fee	75.00	75.00	75.00	75.00	75.00	75.00
Fire Dept. Inspection fee	143.50	200.00	200.00	148.50	80.00	200.00
Electrical Lighting permit	76.00	76.00	76.00	76.00	84.00	76.00
Total	**$ 369.50**	**$ 601.00**	**$ 426.00**	**$ 374.50**	**$ 329.00**	**$ 426.00**

Sup Item # 21

Sup Item #22

Planning Area Descriptions

There are ~~14~~ 15 individual Planning Areas as part of the General Plan Land Use Map. Land uses within these Planning Areas are described in general, but not specifically mapped with land use designations at this time. Additional analysis will be conducted in these areas prior to consideration of a Final General Plan Land Use Map and useful information in the form of more detailed descriptions will be incorporated into each of the Planning Areas as appropriate. Additionally, conceptual land use maps may be prepared for those Planning Areas with known conditions, such as existing urban areas (e.g., Folsom Boulevard Planning Area) or Planning Areas with formal development applications (e.g., Rio Del Oro Planning Area). However, it is anticipated that more detailed planning (e.g., Specific Plans) will be required for most of the Planning Areas after adoption of the General Plan. ~~They~~ The fifteen Planning Areas in the City include ~~are~~:

- Folsom Boulevard
- Sunrise Boulevard North
- Sunrise Boulevard South
- Westborough
- Rio del Oro
- Grant Line West
- ~~Sunrise Douglas~~Suncreek/Preserve
- Grant Line North
- Mather
- Jackson
- Grant Line South
- East
- Aerojet
- ~~Easton~~Glenborough
- Countryside/Lincoln Village

Westborough Planning Area

Size: ±1518 acres
Dwelling Units: ~~6,000~~ ± ~~5,260~~ 5,600
Residential Population Estimate: ~~16,380~~ ± ~~14,360~~ 15,288
Employment Population Estimate: ± 6,780

This Area is PARTLY WITHIN the existing City Limits.

Conceptual Land Uses:

The Westborough Planning Area features primarily residential development focused around a Regional Town Center at the new Jaeger Road/Highway 50 interchange. The Regional Town Center will likely feature significant retail shopping with other restaurant, service, office, and residential uses at a density of ~~on-site residential accommodations in the range of~~ 15 to 25 units per acre. Entertainment venues and/or sports-oriented uses may be a key component of the Town Center.

Two Village Centers will serve the daily commercial needs of the future residents of Westborough. ~~It will~~The Planning Area will probably be made up of five to six neighborhoods with a wide range of residential densities and corresponding housing types. Because of the area's proximity to Highway 50 and Light Rail the ~~overall~~ average residential density~~ies~~ for the project will be approximately 7 units per acre.~~will be on the high end of the Low Density Residential Land Use Designation and in some portions may feature single-family developed as high as 12 units per acre.~~

In addition to the employment opportunities associated with the Regional Town Center and Village Centers, the project will include Office Mixed Use ~~and Light Industrial~~ property in the northern portion of the site along Folsom Boulevard with access to transit and the new Highway 50 interchange.

Development within the Planning Area will take into consideration and build upon the opportunities presented by the location and route of the Folsom South Canal. Potential features include bicycle/pedestrian/running trails and commercial paseos ~~and residential development fronting onto the canal~~.

Conceptual Circulation and Transit:

The primary circulation pathways into and around Westborough will be Folsom Boulevard, Highway 50, and the new Sunrise Reliever ~~Jaeger Road~~. Light Rail and other future public transit services will play a vital role in moving people at all hours of the day and will provide a solid alternative to driving.

On and off-street bicycle routes will weave in and around the Planning Area and serve to interconnect all of the uses together. They will provide a secondary connection to the City via the Folsom South Canal and other on-street bikeways.

Environmental Conditions:

The Westborough Planning Area contains mine tailings and Buffalo Creek. Additionally, a portion of the Folsom South Canal runs along the northwestern and western edge of this planning area. Impacts to Buffalo Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The Folsom South Canal would act as a barrier to development along the western edge of the planning area.

The majority of the Westborough Planning Area is part of the Aerojet land holdings that were used as buffer lands. However, two areas near the eastern edge of the Planning Area may have been used for operations and are subject to the requirements of the Aerojet General Corp. Superfund site. The Superfund site encompasses groundwater contamination and potential soil contamination associated with past operations at Aerojet. Cleanup of the area under Superfund would be required before development can occur. The remaining acreage is cleared for development subject to CEQA review.

Timing:

The Westborough area will likely be developed in the next five to ten years. Its proximity to existing development and it potential for easy integration into the existing urban framework make it an ideal candidate for City expansion. ~~Work has recently been completed on soil remediation and toxic cleanup and the area is now prime for urban activities.~~

Rio del Oro Planning Area

Size: ±3765 acres
Dwelling Units: ~~9,140~~ ± 11,660
Residential Population Estimate: ~~24,950~~ ± 31,830
Employment Population Estimate: ± 14,230

This Area is WITHIN the existing City Limits.

Conceptual Land Uses:

This undeveloped area is the subject of a pending development application with a land plan based on the City's "building blocks" concept. The Rio del Oro Planning Area would contain a mix of low, medium, and high-density residential units with an average density of approximately 6 - 8 units per acre. Residential areas would be developed ~~to accommodate pedestrian use and clustered in a manner that promotes the Village/Village Center concept~~as an interconnected series of walkable neighborhoods served by Neighborhood Center and Village Centers. The Area may be served by as many as three Village Centers, which provide the daily commercial needs of the residents. As many as 9 neighborhood centers could be developed throughout the planning area.

A Regional Town Center containing commercial, commercial mixed use, and shopping facilities would also be located in the planning area along Sunrise Avenue. ~~The Area may be served by as many as three Village Centers, which provide the daily commercial needs of the residents. As many as 9 neighborhood centers could be developed throughout the planning area.~~

Additional land uses in the planning area may include office and light industrial uses~~,~~ public/quasi-public uses~~shopping centers~~, and open spaces. Light industrial uses would be mainly located within the Mather Safety Zone~~along Sunrise Boulevard~~, while office may be clustered closer to residential areas to promote alternative modes of transportation.

Conceptual Circulation and Transit:

The Planning Area is bounded on the north by White Rock Road and on the south by Douglas Road. Two main arterials generally meandering from north to south would bisect the planning area and serve as collectors for traffic in and out of the neighborhood areas. One arterial (Sunrise reliever) would be routed towards the general area of the Town Center to further promote its use, while the other collector (Americanos Drive) would serve to connect residential areas to White Rock Road and Douglas Road.

Environmental Conditions:

The Rio Del Oro Planning Area is located on a former rocket testing facility. The site is subject to the requirements of a Consent Order with the California Department of Toxic Substances Control (DTSC). Approximately 1,114 acres of the Rio del Oro Planning Area were removed from the Order in 1997, which includes the western edge of the Planning Area. Approximately 2,800 acres are still under the Consent Order. Currently the areas of concern and the groundwater are undergoing various levels of review and/or remedial action. Cleanup of the remaining 2,800 acres would be required before development can occur in the areas under the Order. The 1,114 acres are cleared for development subject to CEQA review.

The Rio del Oro Planning Area contains mine tailings, vernal pools, Morrison Creek and the Mather Airport safety zones. Impacts to the vernal pools would require permits from the U.S. Army Corps of Engineers. Impacts to Morrison Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The planning area also contains valley elderberry shrubs, which host the protected valley elderberry longhorn beetle. Removal of the shrubs requires consultation with the U.S. Fish and Wildlife Service. The Mather Airport safety zones would restrict the type of land uses that could be located within portions of the planning area.

Timing:

The Rio del Oro Planning Area will likely be developed within the time horizon of this Plan.

Aerojet Planning Area

Size: ±5453 acres
Dwelling Units: ± 3,920 (Assumed outside of the timeframe of this General Plan)
Residential Population Estimate: ± 10,700
Employment Population Estimate: ± 3,500 (includes approximately 3000 existing jobs for Aerojet/GenCorp and others)

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

The Aerojet Planning Area is the site of the Aerojet/GenCorp operations. The historic and ongoing uses of the site necessitate the requirement for soil remediation and other toxic cleanup activities that will not be completed during the lifetime of this Plan. Portions of the area are ideal for continued industrial, research and development, and mining operations in the near term. Intense development (i.e. offices, research and development activities, light industrial uses) will probably be located near the center of the Planning area along an extension of Hazel Avenue.

If the Aerojet operations ever require less land area, then s~~S~~ome portions of the Planning Area that border onto other Planning Areas where medium to high intensity development is proposed (i.e. Easton, Westborough, and Rio del Oro) may be developed in a manner similar to those areas, but at decreased densities. ~~It is possible that as many as three to four neighborhoods, divided between the boundaries with other Planning Areas, may be developed, along with one or two Village Centers. No Town Centers of any type are proposed for the Aerojet Area.~~

Conceptual Circulation and Transit:

An extension of Hazel Avenue will be the primary circulation feature of the Aerojet Planning Area. Neighborhood and Village developments along the periphery of the Area would best be served, from a circulation standpoint, by those areas.

Environmental Conditions:

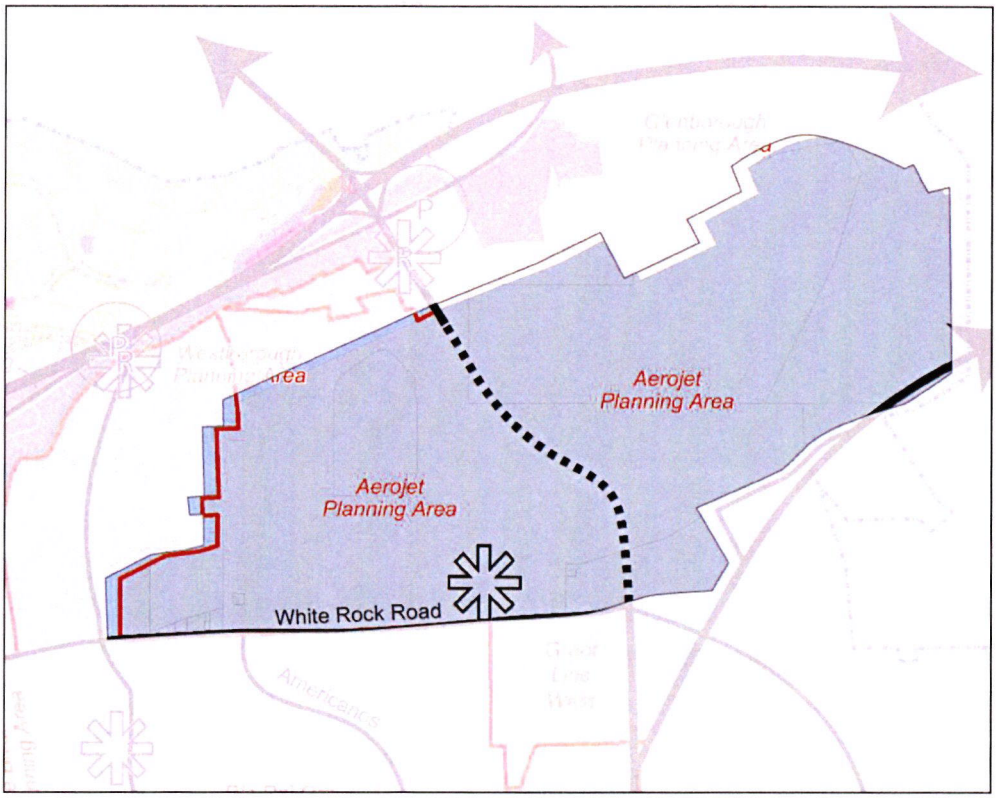
The Aerojet Planning Area has been used for rocket testing and operations since the 1950's. The majority of the Aerojet Planning Area is constrained by the Aerojet General Corp. Superfund site. The Superfund site encompasses groundwater contamination and potential soil contamination associated with past operations at Aerojet. Cleanup of the area under Superfund would be required before development can occur.

The Aerojet Planning Area contains mine tailings, vernal pools, Buffalo Creek and Rebel Hill Ditch, and the Mather Airport safety zones. Impacts to vernal pools would require a permit from the U.S. Army Corps of Engineers. Impacts to streams/creeks may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game.

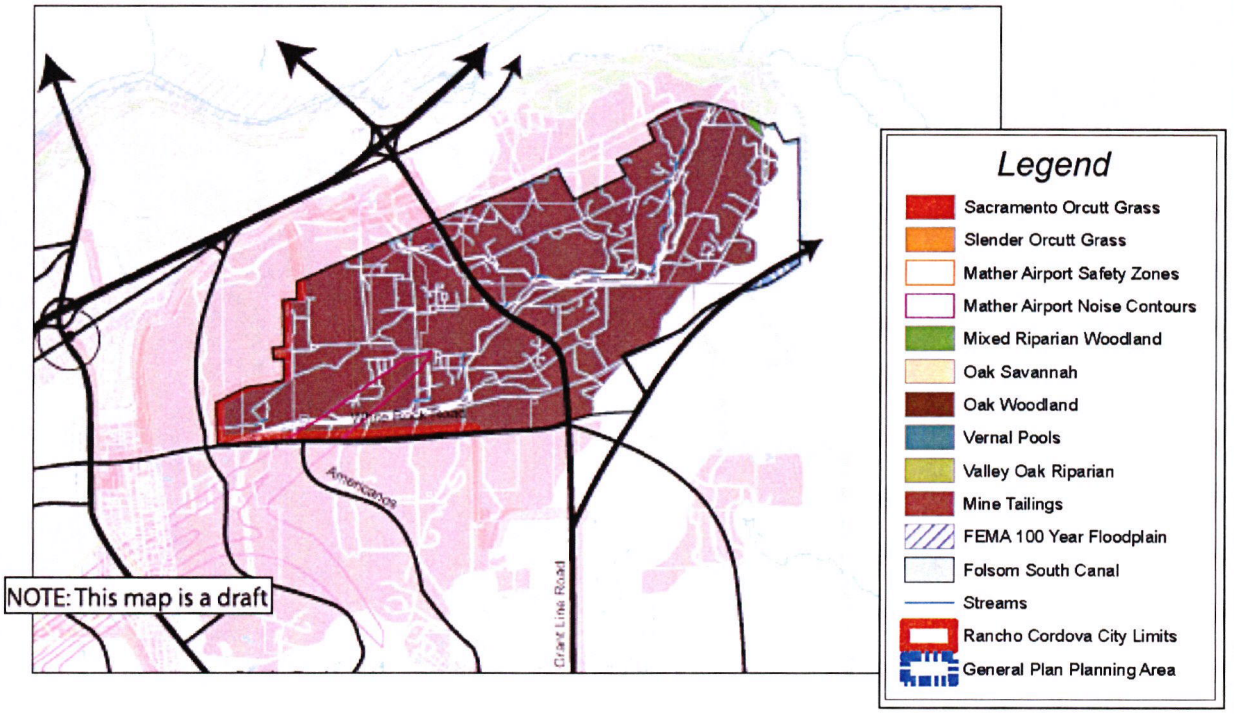
Timing:

Because of the ongoing uses of the site, it is foreseeable that intense development will not occur within the Planning Area for more than 40 years – outside the timeframe of this Plan. Development along the edges of the Area is more likely, in conjunction with neighboring development. The Hazel Avenue extension may be completed in the next 15 years.

The Aerojet Planning Area



Environmental and Physical Constraints



Glenborough Planning Area

Size: ±1,366 acres
Dwelling Units: ± ~~4,810~~4,000
Residential Population Estimate: ± ~~13,130~~10,920
Employment Population Estimate: ±14,600

This Area is OUTSIDE the existing City Limits.

Conceptual Land Uses:

While currently under development review by the County, the Glenborough~~Easton~~ Planning Area will likely contain a mix of residential, commercial, office, and related uses in a Neighborhood-Village-District setting. Included in the proposal is a Regional Town Center at the Southern side of the Hazel-Folsom Boulevard-Highway 50 interchange. This Town Center will probably be about 100 acres in size~~ and may be developed with several sports oriented uses~~. It will also be oriented to take advantage of the connection with Light Rail.

The site will also feature over 450 acres of parks and open spaces that will connect the developed areas together and with the natural features.

Conceptual Circulation and Transit:

The development of the Glenborough~~Easton~~ Planning Area will make use of its access to Highway 50 and Light Rail. Additional connectivity will be provided via the Hazel Avenue extension and various local roadway connections to Folsom Boulevard.

Environmental Conditions:

The Glenborough~~Easton~~ Planning Area contains mine tailings and mixed riparian woodland along Alder Creek. Impacts to Alder Creek may require a permit from the U.S. Army Corps of Engineers and/or a Streambed Alteration Agreement from the Department of Fish and Game. The mixed riparian woodland serves as habitat and a dispersal corridor for numerous bird, mammal, amphibian and reptile species. Impacts to this habitat should be minimized.

Timing:

The proposed plan for the Glenborough~~Easton~~ Area is currently going through the development approval process. It is anticipated that the Area will be built out within the next ten years.

Sup Item # 23

Pulte Homes

January 18, 2005

Rancho Cordova City Council
3121 Gold Canal Drive
Rancho Cordova, CA 95670

RE: Revised Park and Open Space Standards

Dear Honorable Council Members:

Pulte Homes is very concerned about the City's proposed Revised Park and Open Space standards. We have interests in several properties in the Sunridge Specific Plan area which we be severely impacted by the new standards. As you know the amount of developable acres and the number of units which will be realized in the Specific Plan area has been greatly impacted by wetland requirements. The adoption of the proposed standards would add a significant new land dedication requirement to the area and contribute to the unit loss in the plan area. In order to illustrate our concern, the following is a quick breakdown of the Grantline 208 property as it stands today and how it would look with implementation of the Revised Park and Open Space Standards.

	Current	With Revised Standards
Total Acreage	210	210
Wetlands	67.9	67.9
Designated Open Space	0	9.9
Park	10.1	13.8
School	11.4	11.4
Drainage Channel	2.8	2.8
Landscape Corridor	1.6	1.6
Major Roads	3.2	3.2
Other	0.1	0.1
Total Developable Area	112.9 Acres	99.3 Acres
Percent Developable	**54%**	**47%**

The imposition of the Revised Standards would result in this property being less than 50% developable and a substantial reduction in the unit count on the property from that considered in the Specific Plan.

We respectfully request that the City Council consider the impacts of the proposed change on the Sunridge Specific Plan area and leave the standard at 5 acres of parkland per 1000 residents.

Sincerely,

Jay Pawlek, AICP
Director of Land Planning and Entitlements

Pulte Home Corporation
4196 Douglas Blvd., Suite 100
Granite Bay, CA 95746
916.746.6100 746.6140 Fax

Sup Item #24

PROPERTY MAINTENANCE ORDINANCE QUESTIONNAIRE
- RESULTS -

Should the City create an ordinance telling people what their property should look like? (check all that apply)

❸ Yes
- ☐ We must make sure things look nice
- ❶ There are some who will not voluntarily cooperate
- ❷ It is important to be specific in what we want
- ❶ Other - Narrowly tailored

- *Favor targeting specific problems.*

❷ No
- ❷ Education and communication will suffice
- ❶ It is intrusive to control private property
- ☐ We need to try other options first
- ☐ Other _____

- *Most Residents aren't aware of the county and new city ordinances.*

COMMERCIAL PROPERTIES

LANDSCAPING

Should all commercial properties be required to be compliant with current codes?

❹ Yes ☐ No

- *Some older commercial properties work on such a narrow profit margin that forcing them to conform to current codes would bankrupt them*

Should legal non-conforming properties be required to become conforming?

❶ Yes ❶ No

- *Only in exceptional cases*
- *That's not do-able*

Should these plans be renewable to allow for future changes?

❸ Yes ☐ No

- *What plans?*

Should only specific plant types be allowed?

❶ Yes

❸ No

❶ No – if what they have is well maintained

- *We have a list of approved trees*

Is it ok for landscaping to contain:

- ☐ Bare spots
- ❹ Seasonal plants
- ❸ Grass only
- ❷ Natural plants that may have a weed like appearance
- ❶ Ivy or similarly untidy ground covers
- ☐ All of the above
- ☐ None of the above

- *Keep fire buffers intact*
- *Why not*

VACANT LOTS

Should vacant lots have any vegetation?

- ❶ Yes, but only if regularly maintained
- ❷ Yes, that is perfectly normal
- ❶ No, they will never be sufficiently maintained and should be cleared

- *Some vegetation would stop the rain from washing away the top soil and eroding the rest of the lot.*

Should vacant lots have any trash?

- ❷ Yes - a little bit is unavoidable
- ❸ No - trash is never acceptable

- *Yes but only in minimal amounts*

Should vacant lots always be fenced?

- ❶ Yes ❹ No

- *Sends wrong signal such as suggesting contamination*

If Yes, should the fences be constructed so as to conceal the lot from public view?

- ☐ Yes ❹ No

BUILDING EXTERIORS

Should all commercial properties maintain a nearly spotless appearance, including building damage, paint, lot and landscape maintenance, roofs and lighting?

- ❷ Yes The community deserves nothing less.
- ❷ Yes, but we will consider guidelines that take into consideration normal use and activity, and the type of business.
- ❶ No, this is an unreasonable expectation.

Should commercial buildings be allowed to have damaged windows?

❶ Yes - if they are minor

❹ No - this impacts public safety as well as appearances

Should storage areas to the rear of businesses be designed to conceal the items and equipment stored there?

❶ Yes – no one wants to look at boxes, pallets and old machinery

❷ Yes – depending on what is stored there

❶ No – if it is behind the building it should be ok

- *This is too general a question*
- *There are no exterior storage areas allowed in code except in industrial areas and with certain guidelines*

Some businesses are not required to have trash enclosures. Should this be changed?

❸ Yes – trash cans are a leading cause of visual blight

☐ No – some places have no room for enclosures

☐ No – but they must be kept flat against the real of the building at all times

- *All businesses are required to have enclosures*
- *Not enough detail*

Should signs always be maintained in a new or original condition?

❸ Yes ❷ No

Should parking lots be allowed to have any potholes, cracks or broken concrete?

❷ Yes – if they are minor

❸ No – this impacts public safety as well as appearances

- *Very minor*

Requirements for vacant buildings include vague requirements that they not be a visual blight. Very few vacant buildings are of the quality to avoid this label. Currently, demolition is only required in the presence of an immediate threat to public safety. Do you want more stringent regulations concerning vacant buildings?

❸ Yes – everyone who owns property must maintain it whether occupied or vacant

☐ Yes – but just the parts that usually look bad such as windows and vegetation

❶ No – vacant buildings never really look good

☐ No – just tear them down

- *Need more stringent regulations that will allow the city to place deadlines on repairs, etc. including absentee landlords*

RESIDENTIAL PROPERTIES

EXTERIORS & WINDOWS

Should all exteriors, regardless of composition, be free of cracks, color variations, and missing or damaged parts?

☐ Yes – if you have it, maintain it

❸ Yes – but we will take into consideration normal wear

☐ No – a small amount of wear is normal and may add to the rustic charm

❶ No – we understand the hardship this might impose

- *There is no right answer here*

Should windows that open be required to have screens?

❷ Yes ❸ No

Should unsightly window coverings such as foil or plywood be prohibited?

❸ Yes ❶ No

- *That's inside – not outside – not under public control*
- *Unless there is a life safety concern such as egress*
- *The city should consider a program to offer low or no interest loans to help the homeowners replace window coverings*

Should windows be limited to specific materials?

❷ Yes ❷ No

- *What?*

DRIVEWAYS

Should cracked driveways be allowed?

❷ Yes - that is normal

❸ Yes - but severe damage must be defined and repaired

☐ No

Should driveways be kept free of any spilled fluids, whether hazardous or not?

❷ Yes ❷ No

- *How?*

Should driveways be kept free of any vegetation growing in cracks and expansion joints?

❶ Yes ❸ No

- *How?*
- *That would be impossible for some seniors*

FENCES

Should fencing be required in residential areas?

☐ Yes ❹ No

- *What scope?*

Current rules allow fences up to 6 feet to continue to the sidewalk if not creating a hazardous visual obstruction – should this be changed?

❷ Yes ❸ No

Should fences be uniform in color and material?

❷ Yes ❶ No

- *There is no one answer*

Should fencing be limited to traditional materials?

❶ Yes ❷ No

- *What are traditional materials?*

Should chain link fences be allowed?

❷ Yes It is a commonly accepted property barrier
☐ Yes – but only if properly maintained
❷ Yes for now, but we should encourage property owners to phase them out
☐ No

- *No new ones allowed – rebates for removal of old ones*

Should chain link fences be prohibited in the future?

❶ Yes ❷ No

- *Is that legal?*
- *Perhaps*

SHEDS & ACCESSORY STRUCTURES

Should sheds, storage units, etc, visible to the public be allowed to have rust, peeling paint, or other wear or damage?

❶ Yes
❷ Yes, within specified limits
❷ No

Should sheds etc, be allowed in front yards provided they meet setback requirements?

☐ Yes ❺ No

Should yards with no fencing include a method for concealing sheds and accessory structures, etc.?

❶ Yes

❶ Yes – but only if they are unsightly

❶ No

- *That's a City Attorney question*
- *Not enough information*

TRASH CANS

Should trash cans be visible to the public?

☐ Yes

❸ Yes, if they are clean and kept back from the street

❷ No

Should any cans or dumpsters larger than the city provided cans be allowed on residential property?

☐ Yes - if properly concealed

❸ No - dumpsters to not belong in residential areas

- *For projects*
- *For a specified duration*

RESIDENTIAL LANDSCAPING

Should all yards visible to the public have required landscaping?

❷ Yes ❸ No

Should yards be allowed landscaping that does not include vegetation?

❷ Yes ❷ No

Should lawns be limited to a certain height?

❶ Yes ❸ No

- *High*

Should lawns be allowed any types of "pretty or ornamental" weeds?

❷ Yes ❶ No

- *Minimal*

Should a specific list of weeds and other prohibited plants be developed?

❶ Yes ❸ No

Should lawns be allowed bare spots other than those naturally occurring under trees etc.?

❸ Yes ❶ No

Should all trees be trimmed regularly, like lawns, or just when a problem exists?

❸ Yes (just when a problem exists) ❶ No

Specifically, should dead fronds on palm trees be trimmed regularly?

❶ Yes ❷ No

- *Discourage planting of palm trees*

Should landscaping be allowed to conceal doors, windows or entire buildings?

❷ Yes. We must respect individual privacy
❶ Yes, but only if impeccably maintained
☐ No. This presents public safety concerns

- *If we choose to regulate it, it needs to be done legally and sensitively*
- *This can be a solar gain limitation strategy*

RV'S

Are you concerned about the look RV's give a neighborhood?

❸ Yes ❶ No

- *We have laws*
- *We have lots of retirees with limited income and an RV may be part of their retirement lifestyle*

Do you want to consider the option of requiring them to be stored elsewhere?

❷ Yes ❶ No

- *We have laws*
- *Not sure*

Should RV's be allowed in the driveway?

❶ Yes ❷ No

- *We have laws*
- *Not sure*

Should RV's be restricted to side or rear yards?

❶ Yes ❷ No

- *We have laws*

If yes, should efforts be made to conceal them from view?

❶ Yes ❶ No

- *We have laws*

Should RV's be covered with tarps or other protective materials?

☐ Yes, if necessary to protect the vehicle
☐ Yes, if they are not blue!
❸ No, it makes them look worse
❶ It doesn't really matter to me

YARD TOYS

Should toys be allowed in front yards?

- ❷ Yes
- ☐ Yes, but only inside a fence
- ☐ Yes, if used in a day care
- ❶ Yes, but limited to a certain percentage of the yard
- ❷ No, that is what backyards are for

- *Are we talking permanently? Define toys. Are you talking about the daycare on Dawes?*

ETC.

Should furniture be allowed in front yards?

- ❷ Yes - it looks friendly welcoming
- ❶ Yes - but only if specifically made for outdoor use
- ❶ No

- *Garden furniture*
- *Ornamental type is ok*

Should clotheslines/laundry be visible to the public?

- ❶ Yes
- ❹ No

Should registered and operational vehicles be allowed in rear yards?

- ❶ Yes
- ❷ Yes, but only if concealed from public view
- ❷ No

Should portable toilets be allowed under any circumstance other than permitted construction?

- ☐ Yes
- ☐ Yes, with a permit
- ❺ No

Should aircraft, or major parts thereof, be allowed in any residential area?

- ☐ Yes – they are vehicles too
- ❶ Yes – but only if concealed from view
- ☐ Yes – if the property is large enough
- ❸ No

- *Depends on the facts*

Information is readily available showing that standing water in unused vehicle tires is a significant source of mosquito breeding. State requirements already address tire storage on commercial properties. It is very common for tires in residential areas to be stored outdoors, where water collection is unavoidable. Due to obvious health concerns do you want this ordinance to include a requirement that no outside tire storage is allowed?

❷ Yes - of course!

❶ No

- *What tires in residential areas?*
- *This problem should be pursued directly*

Thank you for your input!!

IN SHAPE
RANCHO CORDOVA CODE COMPLIANCE

Sup Item #12 4

DIXON POLICE DEPARTMENT
RV STORAGE STANDARDS RESIDENTIAL AREAS
August 2004

City	Public Street	Private Property	Comments
Bakersfield	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.		
Capitola	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.		
Chowchilla	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's may be parked for a period of 72 hours, or for emergency repairs up to 24 hours, as long as the police department has been notified.	Unlawful to park RV's over the height of 13 feet. Rear/Side - Under 13 feet height, does not obstruct doors or windows, 2 feet from property line and structure. Front – Physically impossible to park in side/rear yard or garage (determined by building official), must be operable, and one per residence.	Guest may park RV on street up to 14 days if space is available adjacent to residence, and the Building Department has been notified. Guest may park RV on street up to 30 days per calendar year per residential lot and Building Department approval.
Claremont	No RV vehicle of any kind may be parked on the street for more than one hour between the hours of 2-6 am.	Parking of inoperable RV's may not be parked on any front or street side setback. Operable RV's must be parked in a garage, side yard, rear yard, and screened by a minimum 5-foot fence.	The Chief of Police may grant certain exemptions.
Del Mar	Parking of oversized vehicles (20 feet long, 84 inches wide, 78 inches high) limited to 96 hours.		Permits may be granted for additional 48 hours, not to exceed 6 permits per year, per individual. Vehicles with a permit may not be used for camping, lodging, or residing in.

Dixon	Parking of all vehicles on public street is limited to 120 hours.	No RV over 35 feet in length, 8 ½ feet in width, 13 ½ in height, may be kept in City except when screened by fence 6 feet in height.	
Dublin	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. Parking of oversized vehicles (22 feet long, 84 inches wide, 84 inches high) allowed to park on street for loading/unloading only, no longer than 48 hours. Chief of Police may grant a permit extending to 72 hours.	One RV to be parked in the front yard of residential lots if they are parked on the driveway or paved areas between the driveway and the nearest lot line. A second vehicle (any vehicle) may be parked in the rear and side yards if screened by a 6-foot fence and at least one side yard is unobstructed to a width of 36 inches.	Oversize vehicles may also be parked on the street during a state of emergency declared by the City Council. A visitor may temporarily park an oversize vehicle as long as, permit issued by the Police Department, vehicle is registered to subject at least 50 miles away, time period not to exceed 5 days in a 30 day period.
El Cerrito	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's may not be parked for a period exceeding one hour between the hours of 2-6 am.	Parking or storage of operable *vehicles*, boats or *recreational vehicles* in side yards, unless such vehicle or boat is adequately screened prohibited and 5 feet or more within side yard.	Vehicles may be exempt for bona fide emergency repairs up that will be completed in 12 hours or less.
Foster City	No vehicle shall be parked upon any public street in one location for a period of seventy-two consecutive hours.	Storage of RV's may be permitted if the item to be stored is of a size that allows passage through or storage in a side or rear yard, it shall be stored in a side or rear yard, unless the resident wishes to place it in the interior of a garage. Vehicles too large to be stored in a side/rear yard or garage, as determined by the city, may be permitted to be stored in a front yard.	

Fountain Valley	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's in excess of 22 feet length, a width of 84 inches, or 10,000 pounds or more, are not allowed parked on a public street.	Paved driveways may be used for the parking and storage of operable RV's. No habitation.	Police department may issue permits for loading/unloading up to 36 hours, no more than 8 times in a calendar month. Visitors permit issued by Police Department for up to 24 hours, no mort than 3 periods per month.
Fremont	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's allowed to park on street for loading/unloading only, no longer than 48 hours.	RV's not exceeding 25 feet in length are allowed on driveways. Permitted on side and rear yards with restrictions; not blocking access, public right of way, and several misc. limitations.	Guest may stay on a driveway and reside in vehicle if living 50 miles away, no utilities attached, no more than 5 days in a 30-day period.
Fullerton	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Allowed on driveways providing there is no direct access to either side/rear yard, vehicle owned by resident, no parking on front lawn or for living purposes.	
Gilroy	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. Oversized vehicles (35 feet in length) not allowed for more than 48 hours in any two-week period.	Allowed for storage on owners property within residential zones with restrictions; Inside parking not available, no rear side yard availability, parked 5 feet from side property lines, must be parked perpendicular to the front curb, may not extend to public sidewalk or access, only one RV per property.	
Glendale	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. Oversize vehicle restrictions limit parking to 2 hours (8 feet in height/width, or 23 feet length).	No allowed on unimproved area of front yard. Depending on residential zone area, allowed with screening or behind fenced area.	Police department can issue permits up to 2 days for loading/unloading.

Glendora	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Shall be parked outside of any setback and must be screened by a fence of at least 6 feet. RV used on a regular basis for transportation may be parked overnight in a recognized driveway.	An exception is available for those who owned their RV prior to the effective date of the ordinance.
La Mesa	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Allowed with the following conditions; Stored in an approved RV space in accordance with City standards, may not block any driveway or garage entrance, 10 feet from face of the curb, can not extend over property line, may not be within 10 feet of a neighbors wall, separated by a 6 foot solid fence, perpendicular to the street, area may not add to more than 50% of the front setback, must be improved with a permanent pavement material.	Community Development Director may waive some of the restrictions if it can be demonstrated that waiver would not impact an adjoining property.
Laguna Beach	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway (must be moved at least 100 feet). RV's are limited to 5 hours on public street if larger than 20 feet in length, 9 feet in height, or 7 in width.	The storage RV's in areas designated for off-street parking is prohibited.	

Laguna Hills	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Outdoor storage of an oversized vehicle (excess 25 feet, width over 90 inches, weight over 10,000 lbs) is permitted on occupied single family lot with following conditions; stored in front/side/rear yard setback with a solid 6 foot fence, stored minimum of 3 feet from screening fence, one vehicle per lot, not allowed on front setback of lot, additional paving in front yard setback area for purpose of ingress/egress is prohibited.	
La Verne		Storage allowed in garage, side and rear yards setbacks behind a solid wall. Considered storage if parked over 120 hours.	Depending on residential zoning area, permits may be available through Police department, if deemed special circumstances allow for storage.
Livermore	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Long-term storage allowed if a fence hides vehicle.	
Long Beach	No person, who owns or has possession, custody or control of any vehicle, shall park such vehicle upon any street or alley for more than a consecutive period of seventy two (72) hours. Prohibition of "Oversized Vehicles" on a block-by-block basis by Ordinance. An oversized vehicle is defined as any vehicle over 20 feet in length, 85 inches high, or 80 inches wide. Typically, such parking prohibitions are only approved after a petition is received from at least	No recreational vehicle which exceeds seven (7) tons in dry weight, thirty-six feet (36') in length or eleven feet, six inches (11'6") in height, not including rooftop equipment, shall be parked, stored or loaded on a residentially zoned lot. No vehicle shall be parked in the front yard setback, except on the driveway, or on a paved area between the driveway and the nearest side property line, no vehicle shall be stored in the front yard setback.	

	2/3rds of the abutting property representatives supporting the installation of the signs.		
Manteca	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours. Oversize vehicles (20 feet length, 7 feet height, 7 feet width) not allowed Mon-Fri.	Allowed if kept wholly within a structure lawfully existing on the premises, and not in the front or street side yard. Only one vehicle.	Permits for visitors may be approved through the Police Department not to exceed 120 hours or no more than 240 hours in a 10-day period.
Napa	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	RV's can be stored only in areas specifically designed for such storage and with approved plans. Area must be properly screened.	
Orland	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.		Looking at developing an ordinance to mandate the parking of RV's on private property and prohibit on the street.
Palo Verdes Estates	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	RV's shall be parked in the location providing greatest degree of visual screening and shall not be nearer to either the front property line of the building, public safety access will be maintained at all times, no portion of the unit may extend beyond the property line, must be in an operable condition, no visible state of external disrepair, no more than one per lot, be registered to the primary resident	
Pleasanton	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	RV may be parked in front yards, but trailers, campers, 5th wheel trailers, and boats may not be parked in the front yards.	

Riverside	No person shall park, leave standing, or store, or cause to be parked, left standing, or stored, a vehicle upon any highway, street, or alley for more than seventy-two consecutive hours. A vehicle shall be considered to be parked, left standing, or stored if it has not been moved more than two-tenths of a mile (1056 feet or 352 yards) within seventy-two consecutive hours.	RV's with a gross weight over 10,000 pounds are allowed in Residential Rural/Residential Ag zones only with following restrictions; parked in a garage or carport, may be parked in rear/side yard if paved and not adjacent to street, 15 feet between side property line/nearest eave accessible from existing driveway, may not extend beyond the front wall of the residence.	RV's under 10,000 allowed in single-family residential areas (R-2) with similar restrictions. An RV may not contain utility hookups or be used as a living quarters without permit.
Rohnert Park	Street parking for all vehicles limited to 72 hours (odometer must reflect a change of at least 1 mile).	Off street parking allowed with the following restrictions; vehicles exceeding 2.5 tons in dry weight, 36 feet length, or 14 feet height are prohibited in residential zoned lot, under the size limits permitted as long as they do not block driveways or sidewalk.	RV's that are under required size limits may be parked in other areas of the lot if no other location is accessible due to a blockage by a permanent building, eave or roof, as long as the owner resides on the property, located as far as possible from the side lot line and the rear lot line as is physically consistent with maintaining access to the garage.
Ripon	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's limited to 48 hours before or after use	Depending on date of building must be on all weather materials, and 5 feet clear access from structure.	Visitors may be allowed up to 14 days in any continuous 6-month period. Permits obtained through the Police.
Rocklin	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Not allowed in front yard or street side yard except for loading/unloading, cleaning, not to exceed 48 hours.	
Roseville	Unlawful to park or stop a vehicle for a period of time longer than (72) consecutive hours upon any city highway (Must be moved ½ mile).		

San Bernardino	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's may be temporarily parked for no more than 48 hours for the purpose of loading/unloading and 48 hours must elapse prior to the start of a new 48-hour period. Minimum movement of 500 feet.	May be parked on a lot behind the front line of the house and screened to a height of 6 feet from view of any public or private right of way. RV's used for daily transportation may be parked overnight in recognized driveways.	
San Jose	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Allowed in residential areas if; on a paved surface not to exceed 50% of front yard, does not block or encroach sidewalk, maintained in good condition and stored in a safe manner.	
Salinas	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	RV's are allowed to be stored on residential properties if; screened from view by other lots and street with a solid wall of 6 feet, does not impede safe entry/exit from the residence or other structure, not used for living or sleeping.	Temporary guest permits may be authorized through Community Development Director and clearly displayed on vehicle. Permits limited to 72 hours per calendar month, RV is parked on paved driveway, and RV is not parked on/over sidewalk.
San Bruno	No person who owns or has possession, custody, or control of any vehicle shall park such vehicle upon any street or alley for more than a consecutive period of seventy-two hours.	Allowed to be parked within front yard area closest to property line adjacent to garage or driveway if area is paved. Allowed in side yards if paved, covered by a 6 foot obscuring fence or landscape.	
San Luis Obispo	No person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street or alley for more than a consecutive period of seventy-two hours.	RV's may be stored on residential property if screened from public right of way with a six-foot fence, wall, or hedge.	In addition, RV registration must be current.

San Rafael	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	May be parked in garage, front yard, other specified portions of property if screened by fence, vegetation, or topography. RV may not extend over sidewalk, must be parked on hard pavement.	Not allowed in apartment or condominium complexes unless specifically designed for RV parking.
Santa Clarita	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. Parking of oversized vehicles (23 feet long, 8 feet width, 7 feet height) allowed to park on street for loading/unloading only, no longer than 48 hours, Monday thru Friday. No time limit on weekends.		The City Manger may issue a oversized vehicle parking permit shall be valid for a period not to exceed three (3) consecutive weekdays (seventy-two (72) hours). The applicant may apply for and be granted additional oversized vehicle parking permits. In no event shall any person and/or designated oversized vehicle be issued more than three (3) oversized vehicle parking permits within any ninety (90) calendar day period.
Santa Paula	No person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street or alley for more than a consecutive period of 72 hours.	No portion of any required front yard or side yard on the street side of a corner lot, 20 feet from the face of the curb or 10 feet from the inside portion of any sidewalk or walkway which is adjacent to a public street or alley shall be used for the permanent storage of RV's. Storage means the presence for a period of 48 or more consecutive hours in such required front or side yard.	Ordinance is seldom enforced and only if a complaint is received.

Simi Valley	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. Oversize vehicles (19 feet length, 7 feet width, 8 feet height) not allowed on any street. Exception up to 72 hours for loading/unloading.	No restrictions for parking/storage on private property.	Permit process that allows for out of town visitors to stay for up to 10 days (allowed 3 times in 6 month period).
South Pasadena	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours. Oversized vehicles (25 feet length, 8 feet height, 8 feet width) not allowed.		Exemption for vehicle being used by guest when, the residential property occupied by the persons being visited cannot reasonably accommodate such vehicle on-site, a permit has been obtained from the chief of police and the vehicle is parked or left for no more than twenty-four hours.
Stockton	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	Vehicles parked on private property must be on improved surface.	
Suisun City	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway.	No restrictions	
Taft	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway (must move 2,000 feet). In addition, RV's may not park on street for more then 96 hours in a 30 day (consecutive period).	Front yard shall be used for the permanent storage RV's unless such vehicles are stored or parked in a paved area adjacent to both the side yard and the driveway and do not encroach upon or impede required sight distance from a public right of way. Rear/side yard storage shall be screened by a solid fence extending no higher than six feet (6').	Permit process that allows for out of town visitors to stay for up to 7 days with police department notification. "Permanent storage", as used in this subsection, means the presence for a period of seventy two (72) or more consecutive hours in the required front or side yard.

Vacaville		No parking of RV's in front yard or unenclosed side yard. Storage in rear/side yards must be on improved impervious surface.	
Willows	It is unlawful to park or stop a vehicle for a period of time longer than seventy-two (72) consecutive hours upon any city highway. RV's not allowed to be parked on public street in excess of 48 consecutive hours in any 7-day period.		

CITY OF RANCHO CORDOVA

FISCAL YEAR 2004
FINANCIAL REPORT

THE DOCUMENT

- REFERRED TO AS THE CAFR -- COMPREHENSIVE ANNUAL FINANCIAL REPORT
- DIFFERENT FROM SIMPLE FINANCIAL STATEMENTS AS IT INCLUDES SEVERAL OTHER SECTIONS THAT PROVIDE ADDITIONAL INFORMATION ABOUT THE CITY

CAFR

- UNLIKE A BUDGET, A CAFR PROVIDES AN OPPORTUNITY TO TELL ABOUT THE ACCOMPLISHMENTS THAT TOOK PLACE IN THE CITY
- IT PROVIDES, IN BOTH FINANCIAL AND NARRATIVE FORM, WHAT HAPPENED DURING THE FISCAL YEAR
- IT IS THE DOCUMENT THAT PROVIDES THE COMMUNITY THE STATUS OF THE CITY'S FINANCIAL HEALTH

THE DOCUMENT

- SECTIONS IN THE CAFR ARE:
  - **LETTER OF TRANSMITTAL**
  - **AUDITOR'S REPORT**
  - **MANAGEMENT DISCUSSION & ANALYSIS**
  - **BASIC FINANCIAL STATEMENTS**
  - **COMBINED FINANCIAL STATEMENTS**
  - **STATISTICAL SECTION**

LETTER OF TRANSMITTAL

- DESIGNED TO OUTLINE BASIC INFORMATION THAT IS IN THE CAFR TO READERS OF THE DOCUMENT
- INCLUDES DESCRIPTION OF PROJECTS AND INITIATIVES
- PROVIDES INFORMATION OUTSIDE THE SCOPE OF ACCOUNTING & REPORTING REQUIREMENTS

AUDITOR'S REPORT

- PROVIDES THE OPINION RENDERED ON THE FINANCIAL STATEMENTS
- "UNQUALIFIED" OPINION PROVIDES ASSURANCES THAT THE STATEMENTS REPRESENT FAIRLY THE OPERATIONS OF THE CITY

MANAGEMENT DISCUSSION & ANALYSIS

- INTENDED TO PROVIDE THE NARRATIVE INTRODUCTION AND OVERVIEW THAT USERS NEED TO INTERPRET THE BASIC FINANCIAL STATEMENTS
- ALSO PROVIDES ANALYSIS OF SOME KEY DATA PRESENTED IN THE BASIC FINANCIAL STATEMENTS

BASIC FINANCIAL STATEMENTS

- CORE OF THE FINANCIAL STATEMENTS
- THREE COMPONENTS:
  - **GOVERNMENT-WIDE FINANCIAL STATEMENTS**
  - **FUND FINANCIAL STATEMENTS**
  - **NOTES TO THE FINANCIAL STATEMENTS**

BASIC FINANCIAL STATEMENTS

- PRESENTATION WILL CENTER ON THE GOVERNMENT-WIDE STATEMENTS
  - FUND FINANCIAL STATEMENTS SEPARATE THE GENERAL FUND FROM THE GOVERNMENT-WIDE
  - ALSO PROVIDE AGGREGATE FIGURES FOR ALL OF THE SPECIAL REVENUE FUNDS
  - PROVIDES BUDGET TO ACTUAL INFORMATION FOR THE GENERAL FUND AND THE AGGREGATE SPECIAL REVENUE FUNDS

BASIC FINANCIAL STATEMENTS

- NOTES PROVIDE THE READER WITH ADDITIONAL INFORMATION OF THE ACCOUNTING PRACTICES AS WELL AS FURTHER EXPLANATION OF AMOUNTS ON THE STATEMENTS

COMBINED FINANCIAL STATEMENTS

- INFORMATION IN THIS SECTION IS PROVIDED FOR:
  - ALL NON-MAJOR GOVERNMENTAL FUNDS
    - THE CITY'S SPECIAL REVENUE FUNDS
  - AGENCY FUNDS
    - THE CITY'S COMMUNITY FACILITIES DEBT

COMBINED FINANCIAL STATEMENTS

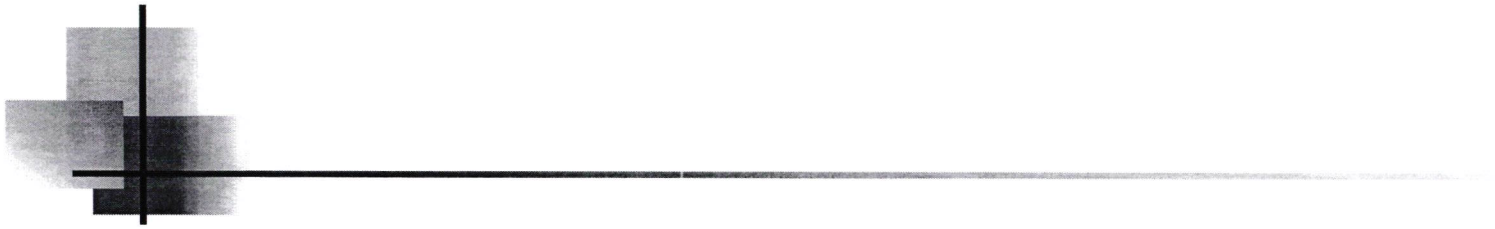
- CONTAINS INDIVIDUAL RESULTS FOR ALL OF THE SPECIAL REVENUE FUNDS
  - BALANCE SHEET & INCOME STATEMENT FOR EACH SPECIAL REVENUE FUND
  - BUDGET TO ACTUAL FOR BUDGETED FUNDS

STATISTICAL SECTION

- PROVIDES TREND DATA AND NON FINANCIAL INFORMATION USEFUL IN ASSESSING A GOVERNMENT'S FINANCIAL CONDITION
- GENERALLY PROVIDES 10 YEAR DATA BUT IN THE CITY'S CASE, ONLY ONE YEAR IS PROVIDED

STATISTICAL SECTION

- THIS SECTION IS OF SPECIAL INTEREST TO CREDITORS AND INVESTORS:
  - PROVIDES THE TRENDS IT SHOWS AND THE NON FINANCIAL INFORMATION PROVIDE CRUCIAL INSIGHTS TO THOSE ASSESSING A GOVERNMENT'S ABILITY TO PAY



NOW TO THE RESULTS

FINANCIAL HIGHLIGHTS

- AUDIT PRODUCED A "UNQUALIFIED OPINION" – ***FINANCIAL STATEMENTS PRESENT FAIRLY, IN ALL MATERIAL RESPECTS, THE RESPECTIVE FINANCIAL POSITION OF THE GOVERNMENT***

FINANCIAL RESULTS

- TOTAL ASSETS OF THE CITY EXCEEDED LIABILITIES BY $7.15 MILLION AT YEAR END
- THE GENERAL FUND HAD A SURPLUS OF $6.9 MILLION AT YEAR END
- AFTER THE FIRST YEAR OF OPERATION THE CITY CERTAINLY IS SOLVENT

GOVERNMENT-WIDE FUNDS

- REPORTS ON ALL FUNDS OF THE CITY
- REPRESENTS THE ENTIRE OPERATION OF THE CITY AND INCLUDES:
  - GENERAL FUND
  - SPECIAL REVENUE FUNDS
  - CAPITAL PROJECT FUNDS
  - DEBT SERVICE FUNDS

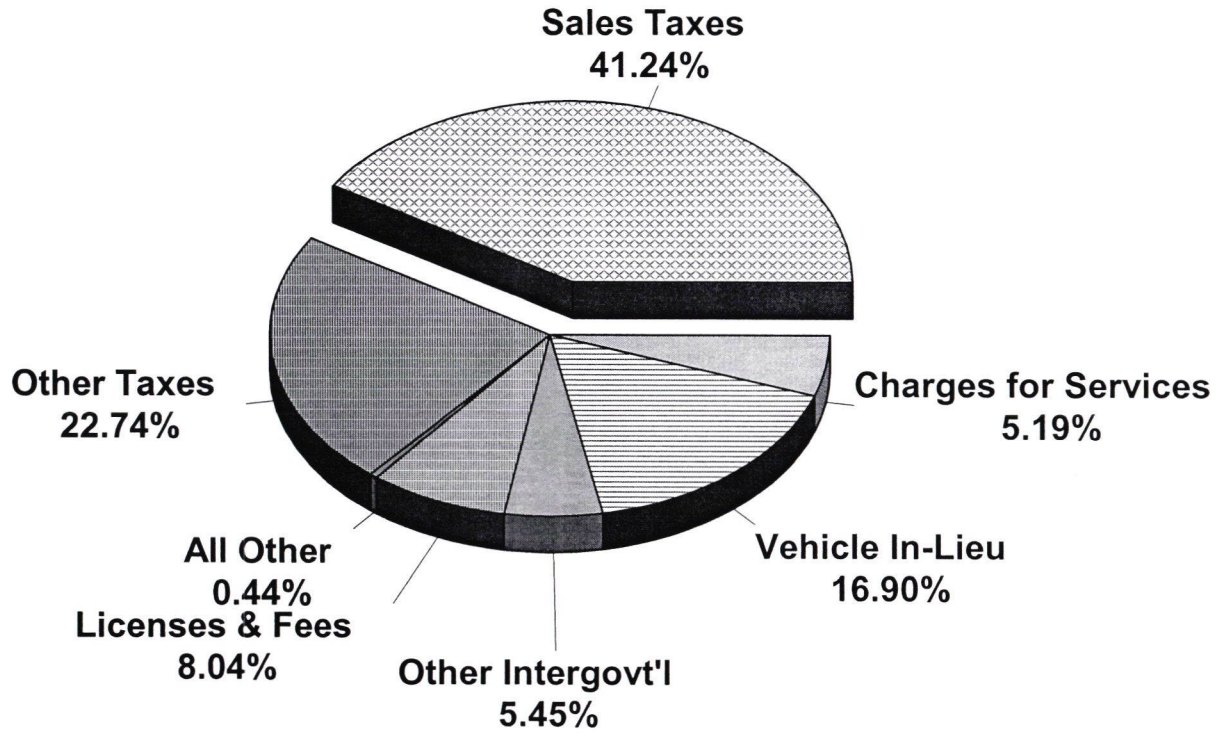
GOVERNMENTAL FUNDS

- CITY USES ONLY THE FIRST TWO BUT WILL BE USING ALL OF THESE TYPES OF FUNDS IN THE FUTURE
- THESE FUNDS, AS A GROUP, ENDED THE FISCAL YEAR WITH A FUND BALANCE OF $9.09 MILLION

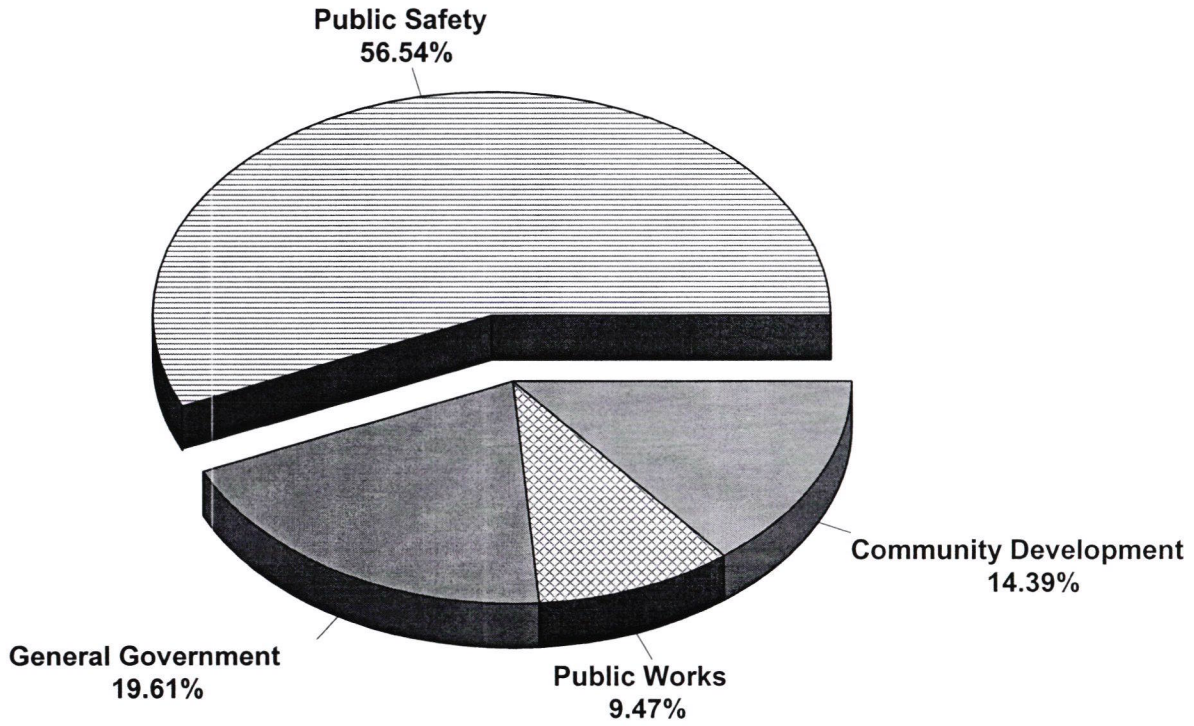
GOVERNMENT-WIDE FUNDS

FUND BALANCES	
RESERVED FOR:	
ENCUMBRANCES	$ 20,000
PREPAID EXPENSES	20,548
DEBT SERVICE	2,115,059
TOTAL RESERVED	2,155,607
DESIGNATED FOR:	
FUTURE DEBT SERVICE	4,000,000
TOTAL DESIGNATED	4,000,000
UNRESERVED:	
GENERAL FUND	712,242
SPECIAL REVENUE FUNDS	2,225,410
TOTAL DESIGNATED	2,937,652
TOTAL FUND BALANCES	$ 9,093,259

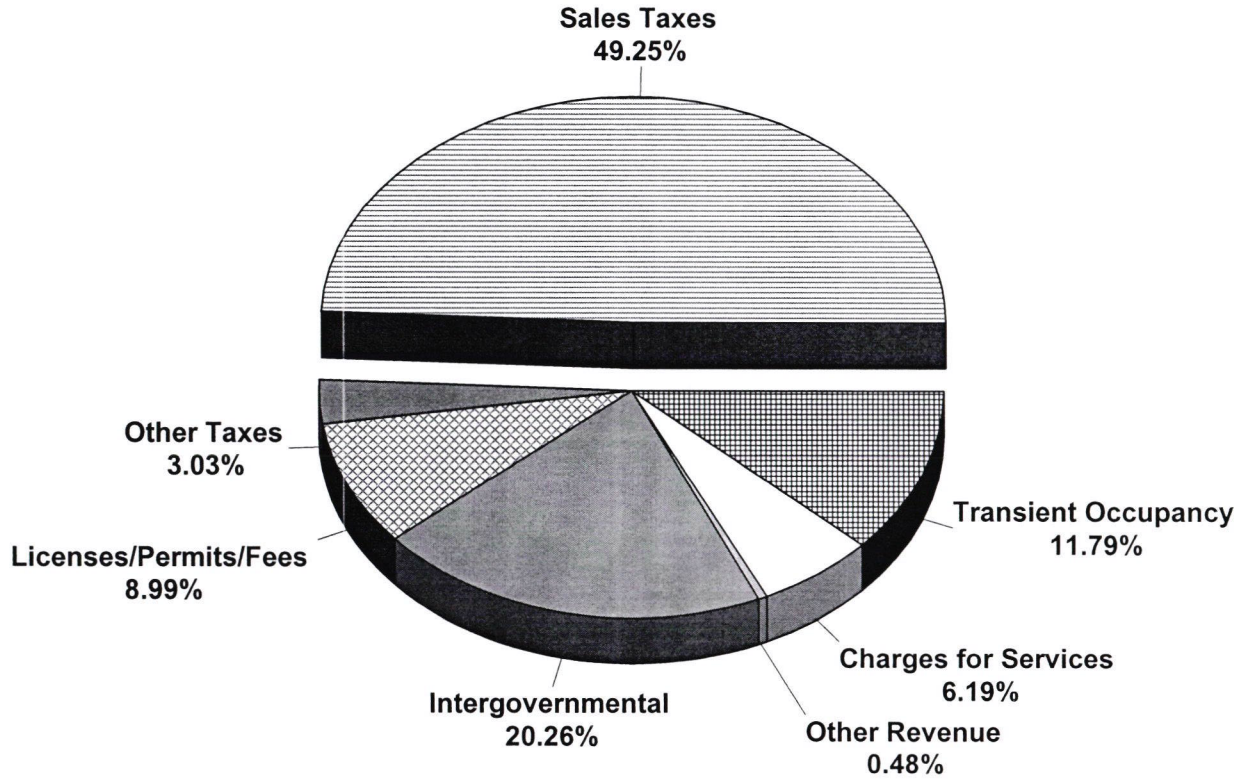
GOVERNMENT-WIDE REVENUES



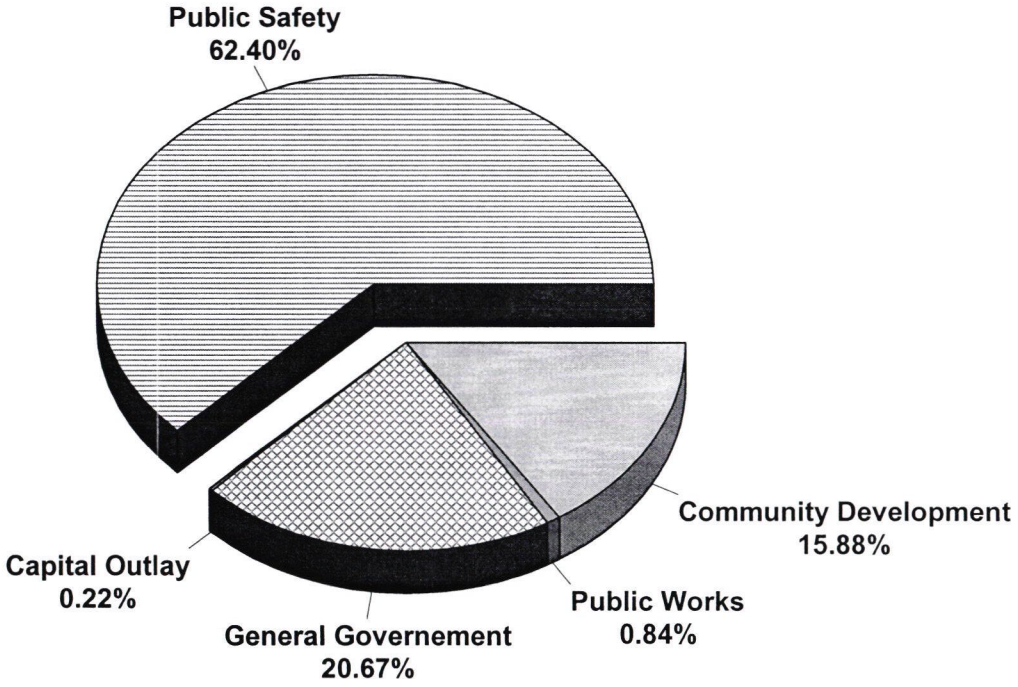
GOVERNMENT-WIDE EXPENDITURES



GENERAL FUND REVENUES



GENERAL FUND EXPENDITURES



OTHER GOVERNMENTAL FUNDS

- GAS TAX – ENDING FUND BALANCE OF $1 MILLION
- MEASURE A FUND – FUNDS WERE WITHHELD BY SACRAMENTO CO AND USED FOR ROAD MAINTENANCE
- VERY LOW INCOME HOUSING FUND – ENDING FUND BALANCE OF $81,430

BASIC FINANCIAL STATEMENTS

- PROVIDES AN OVERVIEW OF ALL GOVERNMENTAL FUNDS
- ALL FUND ACTIVITY IS SHOWN IN THE FOLLOWING:
  - STATEMENT OF NET ASSETS
  - STATEMENT OF ACTIVITIES

STATEMENT OF NET ASSETS

ASSETS	
Cash and Invesments	$ 8,580,074
Receivables	805,328
Due from Other Agencies	1,890,372
Other	46,492
Total Assets	11,322,266
Liabilities	
Accounts payable	747,499
Deposits payable	1,223,764
Other payables	14,800
Long-term liabilities	
Due within one year	424,632
Due in more than one year	1,760,233
Total Liabilities	4,170,928
Net Assets	
Invested in capital assets	25,944
Restricted for:	
Road Projects	1,001,617
Low Income Housing	81,430
Environmental Mitigation	467,445
Traffic Mitigation	724,187
Library Projects	14,455
Transit Development	31,951
Unrestricted	4,804,309
Total Net Assets	$ 7,125,394

STATEMENT OF NET ASSETS: ASSETS

ASSETS		
Cash and Invesments	$ 8,580,074	↘ Cash @ year end
Receivables	805,328	
Due from Other Agencies	1,890,372	→ Represents Sales Taxes, Motor Vehicle In-Lieu, Building Permits due from County, etc
Other	46,492	
Total Assets	11,322,266	

STATEMENT OF NET ASSETS: LIABILITIES

Liabilities		
Accounts payable	747,499	
Deposits payable	1,223,764	→ Developer's deposits for work not completed
Other payables	14,800	
Long-term liabilities		
Due within one year	424,632	} Transition Costs
Due in more than one year	1,760,233	
Total Liabilities	4,170,928	

STATEMENT OF NET ASSETS: CLASSIFICATION

Net Assets		
Invested in capital assets	25,944	
Restricted for:		
Road Projects	1,001,617	→ Gas Tax
Low Income Housing	81,430	
Environmental Mitigation	467,445	} Specific Projects
Traffic Mitigation	724,187	
Library Projects	14,455	
Transit Development	31,951	
Unrestricted	4,804,309	
Total Net Assets	$ 7,125,394	

STATEMENT OF ACTIVITIES

- FUNCTIONS & PROGRAMS:
  - PUBLIC SAFETY
    - INCLUDES POLICE, ANIMAL CONTROL & CODE ENFORCEMENT
  - COMMUNITY DEVELOPMENT
    - INCLUDES PLANNING & BUILDING/SAFETY
  - PUBLIC WORKS
    - INCLUDES ENGINEERING AND OTHER PUBLIC WORKS
  - GENERAL GOVERNMENT – ALL OTHER ACTIVITIES

STATEMENT OF ACTIVITIES (FUNCTIONS & PROGRAMS

	Expenses	Less Program Revenue	Net Cost of Program
General Government	$ 3,143,679	$ 10,680	$ 3,132,999
Public Safety	8,978,634	38,410	8,940,224
Community Development	2,285,042	2,280,184	4,858
Public Works	1,503,252	18,889	1,484,363
	$ 15,910,607	$ 2,348,163	$ 13,562,444

STATEMENT OF ACTIVITIES

GENERAL REVENUES		
TAXES:		
PROPERTY	$	132,796
SALES & USE		9,427,805
UTILITY USERS		1,338,854
GAS TAX		1,219,435
TRANSIENT OCCUPANCY		2,257,596
OTHER		1,606,250
FRANCHISE FEES		538,311
VEHICLE LICENSE FEES		3,863,040
INVESTMENT EARNINGS		16,056
OTHER		313,639
TOTAL GENERAL REVENUES	$	20,713,782

FISCAL YEAR SUMMARY OF ACTIVITIES

TOTAL GENERAL REVENUES	$	20,713,782
LESS; NET GOVERNMENTAL EXPENSES		(13,562,444)
EQUALS: CHANGES IN NET ASSETS OVER YEAR		7,151,338
NET ASSETS AT BEGINNING OF YEAR		-
PLUS CHANGES IN NET ASSETS OVER YEAR		7,151,338
EQUALS NET ASSETS AT END OF YEAR	$	7,151,338

GENERAL FUND RESULTS

- REVENUES WERE $19,142,283
- PLUS OTHER FINANCING SOURCES OF $2,115,059 (1ST YEAR TRANSITION) – TOTAL OF $21,257,342
- EXPENDITURES WERE $14,389,493
- RESULTING IN A SURPLUS OF $6,867,849

GENERAL FUND RESULTS

- SURPLUS EQUALS FUND BALANCE
- FUND BALANCE CONSIST OF:
  - ENCUMBRANCES… $20,000
  - PREPAID EXPENSES…$20,548
  - DEBT SERVICE…$2,115,059
  - DESIGNATED FOR FUTURE DEBT SERVICE …$4,000,000
  - UNRESERVED…$712,242

GENERAL FUND RESULTS

- ALTHOUGH THE GENERAL FUND HAS A SIGNIFICANT FUND BALANCE, THE MAJORITY OF THE BALANCE IS RESERVED AND/OR DESIGNATED
- THE FUND BALANCE IS ALSO DUE TO NOT HAVING TO PAY FOR A PORTION OF THE FIRST YEAR TRANSITION COSTS

SUMMARY

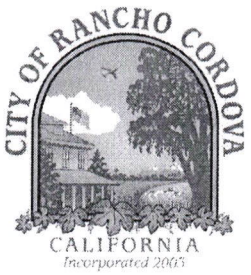
- CITY ENDED THE FISCAL YEAR WITH A STRONG FINANCIAL BASE
- ALTHOUGH THE MAJORITY OF THE SURPLUS FUNDS IN THE GENERAL FUND ARE RESERVED, IT PROVIDES THE CITY WITH THE OPERATING CAPITAL IT NEEDS TO MEET ONGOING NEEDS

SUMMARY

- THE STRONG FINANCIAL POSITION OF THE CITY WILL BE ADVANTAGEOUS TO US AS WE ENTER THE BOND MARKET TO ACQUIRE ASSETS

7.54 excludes mini parks

Parks and Open Space
City Council Presentation
January 18, 2005



Presentation Overview

- Revised Park Standards – Greg Foell, CRPD
- Council Questions
- Open Space Strategies – Paul Junker, City
- Council Questions
- Public Comment
- City Council Direction

Public Discussion of Parks

- CRPD Master Plan Process
- September 12, 2004 Joint City Council/CRPD Board Workshop
- December 20, 2004 City Council Presentation
- January 11, 2005 Chamber/BIA Presentation
- January 12, 2005 CRPD Board Action

Cordova Recreation and Park District
Adoption of Updated Park Acreage Stand ard

- Draft Master Plan Completed
- Major conclusion was that five acres of parkland per 1000 population was inade quate to meet future community needs.
- Park District has adopted a new standard of 7 acres per 1000 population for all new development
- Includes Mini, Neighborhood, & Community Parks

Master Plan Conclusions

- Much of the developable land in Rancho Cordova lacks aesthetic natural beauty.
  - topography, wooded areas, creek ways, useable open space
- Demand for active recreation areas is increasing:
  - Recreational & Competitive Sports
  - Emphasis on Physical Fitness & Exercise
- Master Plan Input
  - More passive elements desired to compliment active
    - Ponds, reflecting pools, aesthetically pleasing restful areas, ornamental gardens
    - Urban forest free of programming

Master Plan Conclusions

- Higher Density Developments
  - Small or no backyard
  - Greater need & desire to use public open space
- Civic leaders desire to be a leader in providing spectacular parks and recreation amenities

Timeliness

- Speed of development makes it critical to establish standards now
  - City could lose precious opportunities in the area of providing the necessary parks and open space for our community

Providing Quality Parks

- A park development standard of 7 acres per 1000 population adopted by the Rancho Cordova City Council
- Finalize the Cordova Recreation and Park District Master Plan
  - Comprehensive finance plan
  - Long term maintenance solutions

Park Standards Discussion Issues

- CRPD Revised Park Standards
- City's Vision for Parks
- Active Recreation versus Passive Recreation
- Types of Parks Defined
- Proposed Park Standard

CRPD Revised Park Standards

- CRPD Board Action – January 12, 2005
  - Adopted modified park standard
  - Directed CRPD staff to coordinate efforts with City
  - Directed that revised park standards be incorporated in the CRPD Park Master Plan
  - Directed that new standard should be applied throughout District, for both City and County projects

City's Vision for Parks

- What is City seeking to achieve?
  - Outstanding system of parks throughout the City of Rancho Cordova
  - Ensure that both active and passive recreational needs of the community are met
  - Ensure that proposed development maintains long term appeal and desirability

Active and Passive Recreation

- A balanced park system includes both active and passive recreation areas
  - Active recreation focuses on organized activities and relies upon athletic fields as the major program component
  - Passive recreation includes unstructured play areas, including open grassy areas, picnic facilities, urban forests, walking trails and similar amenities
  - Passive recreation areas also provide relief from urban densities and enhance overall quality of life within a community

Types of Parks Defined

- Types of parks propose d include:
  - Mini-park, .5 to 2 acre
  - Neighborhood Park, 5 to 15 acres
  - Community Parks, 20 to 150 acres

Proposed Park Standard

- CRPD has adopte d a standard of 7 acres of parks, to be provided as Mini-parks, Neighborhood Parks and Community Parks, depending on the need within a give n project area
- City staff recommends the Council establish a park standard consistent with the CRPD standards of 7 ac res per 1,000 residents

Questions and Discussion
Regarding Proposed
Park Standards

Open Space Discussion Issues

- Purpose of Open Space
- Specific Standard or Performance Goal
- What Constitutes Open Space?
- In Lieu Fees?
- Projects Currently Under Review

Purpose of Open Space

- What is City seeking to achieve?
  - Network of trails and greenbelts away from roads
  - Areas of low impact, quiet recreation
  - Interface with wildlife preserves
  - Nature interpretive amenities
  - Relatively low level of landscape enhancement

Specific Standard or Performance Goal

- Specific Standard
  - Requires specific amount of land
  - Establishes clear expectation
- Performance Goal
  - Establishes how Open Space should function
  - Provides greater flexibility
  - Requires establishing clear performance standard

What Constitutes Open Space?

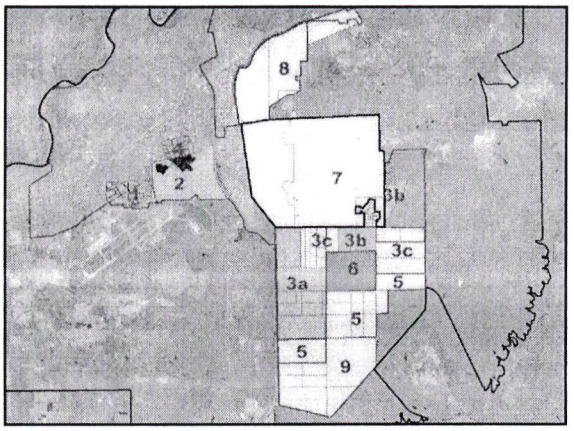
- City must define what counts as open space
  - Publicly accessible open space - yes
  - Greenbelts away from roads - yes
  - Enlarged areas near mitigation preserves – yes
  - Flood channels and detention basins - maybe
  - Landscaped corridors next to roads– probably not
  - Mitigation preserves – probably not

Open Space In Lieu Fees?

- How should In Lieu Fees be applied related to Open Space requirements?
  - In Lieu Fees apply more to a specific standards approach than to a performance standards approach
  - Fee options provide flexibility, but might result in a less complete open space system

Projects Under Review

- To what extent should modified park and open space regulations be applied to projects currently under review?
  - Capital Village and The Preserve?
  - Sunridge Specific Plan Project Revisions?
  - Rio del Oro and Suncreek Specific Plans?
  - Westborough and Waegell Property?



Questions and Discussion
Regarding Proposed
Open Space Standards

Recommendations

Direct staff to continue working with the Cordova Recreation and Park District, the Building Industry Association, the City Attorney's Office, and other stakeholders to refine the exact requirements and develop criteria for implementing the parkland and open space standards in new development

Recommendations

- Provide input on the establishment of the following park and open space standards within the Vision Book/Interim General Plan:
  - Public parkland: Seven (7) acres of land per 1,000 persons
  - Recreational Open Space: A target of ten percent (10%) of each residential project, calculated separately from public parkland and focused on achieving specific criteria

Questions and Comments from the City Council and the Public