AGENDA
March 13, 2019 - 7:00 PM
CITY OF CITRUS HEIGHTS
PLANNING COMMISSION MEETING
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA

1. Agenda Packet
   Documents:
   
   PC AGENDA PACKET 3-13-19.PDF

2. CALL MEETING TO ORDER

3. ROLL CALL
   Commission Members:
   Duncan, Flowers, Ingle, Lagomarsino, Schaefer, Scheeler, Van Duker

4. FLAG SALUTE

5. PUBLIC COMMENT
   Under Government Code Section 54954.3, members of the audience may address the
   Commission on any item within the jurisdiction of the Commission or on any agenda
   item. If you wish to address the Commission, please fill out a speaker identification form
   and hand it to the Commission Secretary. When you are called upon to speak, step
   forward to the podium and state your name clearly for the record. Those wishing to
   speak on non-agenda items will be called upon at the beginning of the meeting. Those
   wishing to speak for or against an agenda item will be called upon after the presentation
   by the City Planning department and the Applicant for that agenda item.

6. CONSENT CALENDAR
   Approval of the meeting minutes for February 27, 2019

7. PUBLIC HEARING
   a. PUBLIC STORAGE-6380 TUPELO DRIVE
      The applicant requests approval of a Use Permit Modification and Design Review
      Permit Modification to eliminate tenant spaces and convert an existing 12,960 square
      foot office/mini-storage building to a mini-storage facility of 14,040 square feet. This
      project is exempt from California Environmental Quality Act review. Project Planner
      Casey Kempenaar.

8. REGULAR CALENDAR
   a. BIKEWAY AND PEDESTRIAN MASTER PLAN
      Staff will present an overview of the Bikeway and Pedestrian Master Plans.
      (Kempenaar)
   b. PLANNING COMMISSION ACADEMY DISCUSSION
      The Planning Commission will have the opportunity to discuss their attendance at the
9. ADJOURNMENT
The agenda for this meeting of the Planning Commission for the City of Citrus Heights was posted at the sites listed below on or before the close of business at 5:00 p.m. on the Friday preceding the meeting.

City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA
Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA
Sacramento County Library, Sylvan Oaks Branch, 6700 Auburn Boulevard, Citrus Heights, CA

Any writings or documents provided to a majority of the City of Citrus Heights Planning Commission regarding any item on this agenda will be made available for public inspection at City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Karen Ramsay at (916) 727-4742. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. TTY/TDD users with questions or comments can call the California Relay Service by dialing 7-1-1.

Pursuant to Sections 65009 (b) (2), of the State Government Code "If you challenge any of the above projects in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice, or in written correspondence delivered to the city Planning Commission at or prior to, this public hearing".
NOTE: The Commission may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. The Commission established a procedure for addressing the Commission. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Commission during the meeting please complete a Speaker Identification Form and give it to the Commission Secretary. Those addressing the Commission are limited to five (5) minutes, unless extended by the Chair. The Chair may also reduce the allowed time if there is a lengthy Agenda or a large number of people wanting to address the Commission.

1. CALL MEETING TO ORDER

2. ROLL CALL
   Commission Members:
   Duncan, Flowers, Ingle, Lagomarsino, Schaefer, Scheeler, Van Duker

3. FLAG SALUTE

4. PUBLIC COMMENT
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5. CONSENT CALENDAR
   Approval of the meeting minutes for February 27, 2019
6. PUBLIC HEARING

A. PUBLIC STORAGE – 6380 TUPELO DRIVE
The applicant requests approval of a Use Permit Modification and Design Review Permit Modification to eliminate tenant spaces and convert an existing 12,960 square foot office/mini-storage building to a mini-storage facility of 14,040 square feet. This project is exempt from California Environmental Quality Act review. Project Planner Casey Kempenaar

7. REGULAR CALENDAR

A. BIKEWAY AND PEDESTRIAN MASTER PLAN
Staff will present an overview of the Bikeway and Pedestrian Master Plans. (Kempenaar)

B. PLANNING COMMISSION ACADEMY DISCUSSION
The Planning Commission will have the opportunity to discuss their attendance at the recent Planning Commission Academy.

8. ADJOURNMENT

The agenda for this meeting of the Planning Commission for the City of Citrus Heights was posted at the sites listed below on or before the close of business at 5:00 p.m. on the Friday preceding the meeting.

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City of Citrus Heights
Planning Commission Meeting
Minutes
February 27, 2019

1. CALL MEETING TO ORDER
   Chair Lagomarsino called the meeting to order at 7:00 PM.

2. ROLL CALL
   Commissioner Present: Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

   Staff Present: Bermudez, Flores, McDuffee, Ramsay, Ziegler

3. FLAG SALUTE
   Commissioner Van Duker led the flag salute.

4. PUBLIC COMMENT
   None

5. CONSENT CALENDAR
   The meeting minutes for January 23, 2019 were approved as amended. Commissioner Schaefer said his name was misspelled on page 2 of the minutes.

   M/S: Duncan/Scheeler
   AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker
   NOES: (0)

6. PUBLIC HEARING

   A. TENTATIVE PARCEL MAP – 8116 HOLLY DRIVE:
      Project Planner Bermudez presented a request for approval of a Tentative Parcel Map to allow creation of two (2) lots from a single parcel of approximately .66 gross acres located on the northeast corner of Holly Drive and Baird Way.

      There was Planning Commission and staff discussion.

      Chair Lagomarsino opened the public hearing.

      Applicant, Steve Norman, CNA Engineering, said that he concurs with all the conditions of approval and the staff report and would be happy to address the Planning Commission’s questions.
There were no speakers.

Chair Lagomarsino closed the public hearing and asked for Planning Commission comments.

Commissioner Scheeler spoke in support of the project.
Commissioner Flowers had no comment.
Commissioner Van Duker had no comment.
Commissioner Ingle had no comment.
Commissioner Duncan spoke in support of the project.
Vice Chair Schaefer had no comment.
Chair Lagomarsino spoke in support of the project.

Chair Lagomarsino called for a motion.

A. Motion to find that the proposed project is exempt from CEQA under Class 15 of the CEQA Guidelines as a minor land division; and

B. Motion to approve the Tentative Parcel Map creating two lots subject to the findings and conditions of approval contained in the staff report.

M/S: Duncan/Scheeler
AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

<table>
<thead>
<tr>
<th>TENTATIVE PARCEL MAP CONDITIONS OF APPROVAL</th>
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**General Conditions**

1. The Tentative Parcel Map shall be exercised within a two (2) year period from the date of the approval. Extensions in time shall be subject to 106.64.070 of the Zoning Code and in compliance with the Subdivision Map Act. [Planning]

2. The development approved by this action is the creation of two (2) residential lots as described in the staff report and all associated Exhibits. [Planning]

**Prior to Recordation of Map**

3. The Parcel Map shall have the following note:
   IMPROVEMENT REQUIREMENTS
The following improvements shall be constructed in accordance with the City of Citrus Heights requirements within a reasonable time following approval of the Parcel Map and prior to issuance of any permit or other grant of approval for the development hereon created parcels.

**STREET:** Class A Required (with no sidewalks)
**SEWERS:** As Required by Sanitary Sewer District
**DRAINAGE:** Required
**WATER/HYDRANTS:** As Required by Water and/or Fire Districts
**STREETLIGHT:** Required on Holly Drive [ENGINEERING]

4. Dedicate Public Utilities Easements along Holly Drive and Baird Way. The minimum width shall be 12.5 feet. [ENGINEERING & SMUD]

5. Dedicate an additional 7.5-ft wide drainage easement adjacent to the existing drainage easement on the east property line. The full width of the drainage easement shall be 15 feet along the east property line. This is required to maintain the existing 21-in diameter storm drain line. [ENGINEERING]

6. Dedicate any additional Right-of-Way not currently dedicated to the City as shown on the Tentative Map. [ENGINEERING]

7. Prior to the recordation of the said parcel map, the applicant shall record, at the owner’s expense, an agreement between the owner of the real property and the City. The agreement shall be in a form acceptable to the City and shall require that deed restrictions be placed on Parcels 1 and 2 upon recordation of said parcel map. The agreement and the deed restrictions shall:
   a) Acknowledge the requirement that full street improvements (Class A street without sidewalk) along Holly Drive on Parcels 1 and 2 and along Baird Drive on Parcel 1 be completed before approval of the finals or Certificate(s) of Occupancy for building permits for Parcels 1 or 2.
   b) Acknowledge that the entire cost of the required street frontage improvements shall be borne by the owner(s) of Parcels 1 and 2. If the lots are held by separate owners at the time construction is required, such costs shall be divided equally between both parcels (Parcels 1 and 2).
   c) Provide that the City, in the event of a default by the owner(s), is authorized but not obligated to cause construction of the street improvements to occur and to charge the entire cost and expense to the owner(s), including interest from the date of notice of the cost and expense until paid. If the parcels are under separate
ownership at the time, the owners shall be jointly and severally liable for the City’s costs and expenses. [ENGINEERING]

8. Prior to recording the map, applicant must pay the Quimby Act fees as determined by Sunrise Recreation and Parks District. [SRPD]

9. Any necessary future SMUD facilities located on the customer’s property will require a dedicated SMUD easement. This will be determined prior to SMUD performing work on the customer’s property. [SMUD]

10. The water meter to the north shows no water usage for a long period of time, even though there appears to be a garage-like structure located on the northeast corner of the property. The developer shall contact Citrus Heights Water District prior to the recordation of the map to determine if existing water services lines cross the proposed property line. If water lines cross property boundaries, the services shall be separated as required by the District. [CHWD]

11. Each parcel (Parcels 1 and 2) will be required to have their own 1-inch domestic metered water service. [CHWD]

Prior to Issuance of a Building Permit

12. The applicant shall contact all service providers prior to any work on their facilities. [Various Providers]

13. All development impact fees shall be paid prior to issuance of each building permit. [ENGINEERING & BUILDING]

14. To obtain sewer service for Parcel 2, construction of Sacramento Area Sewer District (SASD) sewer infrastructure will be required. Any construction and/or modification to the public sewer system shall be required to the satisfaction of SASD. SASD Design Standards apply to any sewer construction and/or modification. [SASD]

15. SASD requires each building on each lot with a sewage source to have a separate connection to the SASD’s sewer system. The proposed Parcel 2 will require a separate sewer lateral connection. [SASD]

16. SASD and the Sacramento Regional County Sanitation District will require the payment of sewer impact fees in accordance with the District’s Ordinance. Fees are to be paid prior to the issuance of building permits. The applicant should contact Permit Services Unit at (916) 876-6100 for sewer impact fee information. [SASD]
17. Structural setbacks of less than 14 feet from SMUD facilities may create clearance issues. The developer shall meet with all utilities to ensure adequate setbacks are maintained. [SMUD]

18. To maintain adequate trench integrity, building foundations must have a minimum horizontal clearance of 5 feet from any SMUD trench. Developer to verify with other utilities (Gas, Telephone, etc.) for their specific clearance requirements. [SMUD]

19. Site shall meet the pre and post Best Management Practices (BMP’s) for Stormwater Mitigation per State of California requirements. [ENGINEERING]

20. The Applicant shall comply with SMUD siting requirements (e.g., panel size/location, clearances from SMUD equipment, transformer location, service conductors). Information regarding SMUD siting requirements can be found at: https://www.smud.org/en/Business-Solutions-and-Rebates/Design-and-Construction-Services. [SMUD]

21. The Applicant shall provide separate SMUD service points to each parcel to the satisfaction of SMUD. [SMUD]

22. Installation of the water distribution facilities will be at the developer's expense. [CHWD]

23. Fire protection facilities and requirements will need to be determined by Sacramento Metropolitan Fire District prior to approval of any building permits. [CHWD & Fire]

Prior to Final of a Building Permit

24. Frontage Improvements along Holly Drive are required. Improvements include street widening, curbs & gutters, one (1) Type B streetlight (LED) near the north property line of Parcel 2, storm drain system (as needed), and fire hydrant (if required by the Fire District). [ENGINEERING]

25. The future sidewalk on the east side of Holly Drive is designated as Priority 3 on the City’s Pedestrian Master Plan (PMP) so sidewalks are not required to be constructed at this time. When the frontage improvements are constructed, the back of curb shall be located such that a future 5-ft wide sidewalk can be placed within the Right-of-Way (ROW). [ENGINEERING]

26. Frontage Improvements along Baird Way are required. Improvements include street widening, curbs & gutters, storm drain system (as needed),
and fire hydrant (if required by the Fire District). The City’s Pedestrian Master Plan does not identify sidewalks along Baird Way. [ENGINEERING]

27. Developer agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this Tentative Parcel Map challenging the validity of the Tentative Parcel Map or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Tentative Parcel Map. Developer may select its own legal counsel to represent Developer’s interests at Developer’s sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City’s costs of defense, whether directly or by timely reimbursement on a monthly basis. Such costs shall include, but not be limited to, all court costs and attorneys’ fees expended by City in defense of any such action or other proceeding, plus staff and City Attorney time spent in regard to defense of the action or proceeding. The parties shall use best efforts to select mutually agreeable defense counsel but, if the parties cannot reach agreement, City may select its own legal counsel and Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. [Planning]

7. REGULAR CALENDAR

A. GENERAL PLAN OVERVIEW - Bermudez
   Associate Planner Bermudez gave an overview of the city’s General Plan.

B. REVIEW OF GENERAL PLAN ANNUAL REPORT - Bermudez
   Associate Planner Bermudez presented a review of the city’s General Plan Annual Report.
   Chair Lagomarsino called for a motion.

   Motion to accept the General Plan Annual Report and forward the report to the City Council for their acceptance.

   M/S: Van Duker/Schaefer
   AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker
   NOES: (0)

8. ADJOURNMENT
   There being no further business, the meeting was adjourned at 7:52 PM to the next meeting of March 13, 2019.
Respectfully Submitted,

Karen Ramsay
Planning Commission Secretary
REQUEST

The applicant requests approval of a Use Permit Modification and Design Review Permit Modification to eliminate existing tenant spaces and convert an existing 12,960 square foot office/mini-storage building to a mini-storage facility of 14,040 square feet.

Applicant: Dan Zoldak
Lars Andersen & Associates
4694 W Jacquelyn Avenue
Fresno, CA 93722

Property Owner: Mark Kennedy
Public Storage
701 Western Avenue
Glendale, CA 91201

SUMMARY RECOMMENDATION

The Planning Division recommends that the Planning Commission:

A. Find that the project is Categorically Exempt from CEQA per Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act.

B. Approve a Use Permit and Design Review Permit modification to allow the conversion from an office/warehouse building to a mini-storage facility building with rental office service located at 6380 Tupelo Drive subject to the findings and conditions of approval contained in this report.

BACKGROUND

The subject site is a 2.68 acre parcel bounded by Tupelo Drive to the west and I-80 to the east. The parcel has three existing buildings, two of which are currently used for mini-storage, and the third for office/warehouse space. The parcel and existing buildings are owned by Public Storage, and the site was approved by Sacramento County in 1986.

On September 13, 2012, the City Council adopted the Antelope Crossing Transformation Plan (ACTP), a long term vision document for the Antelope Crossing commercial area. Antelope Crossing is a mature commercial district approximately 46-acres in size west of Interstate 80 and bounded by Tupelo Drive to the west and Zenith Drive to the north.

The ACTP was developed for the revitalization of commercial activity both near and long term, and the creation of an identifiable neighborhood center with a mix of uses and open space while improving air quality through land use measures that help reduce vehicle miles traveled. The Transformation Plan included steps that can be undertaken to achieve the vision for the planning area. One of the first steps described in the Plan involved amending the Antelope Road/I-80 Special Planning Area (Section 106.50.030 of the Zoning Code) to guide future development of the Plan area.

In 2013, the city initiated an Ordinance Text Amendment amending Section 106.50.030 of the Zoning Code (Antelope Road/I-80 SPA) to implement the ACTP. Additionally the amendment rezoned three parcels zoned Limited Commercial and five parcels zoned General Commercial to the Antelope Crossing SPA, including the parcel subject to this application. The uses allowed on
the subject parcel are subject to the uses allowed in the Limited Commercial and Shopping Center zones.

The project setting is summarized in the following table below:

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Public Storage Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>6380 Tupelo Drive</td>
</tr>
<tr>
<td>Assessor Parcel Number:</td>
<td>209-0311-006-0000</td>
</tr>
<tr>
<td>File Numbers:</td>
<td>UPMOD-18-01 and DRPMOD-18-06</td>
</tr>
<tr>
<td>Parcel Size:</td>
<td>2.68 acres</td>
</tr>
<tr>
<td>REACH Neighborhood:</td>
<td>The site is within the boundaries of the Northwest Neighborhood Association (#1).</td>
</tr>
</tbody>
</table>

### ZONING AND LAND USES

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ZONING</th>
<th>GENERAL PLAN LAND USE</th>
<th>ACTUAL USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site</td>
<td>SPA-Antelope Crossing</td>
<td>General Commercial</td>
<td>Mini-storage, office, and warehouse storage</td>
</tr>
<tr>
<td></td>
<td>(SC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>SPA-Antelope Crossing</td>
<td>General Commercial</td>
<td>Retail</td>
</tr>
<tr>
<td></td>
<td>(SC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South</td>
<td>SPA-Antelope Crossing</td>
<td>General Commercial</td>
<td>Retail/office</td>
</tr>
<tr>
<td></td>
<td>(SC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>RD-5</td>
<td>Low Density Residential</td>
<td>Residential - Duplexes</td>
</tr>
<tr>
<td>East</td>
<td>N/A</td>
<td>N/A</td>
<td>Freeway (I-80)</td>
</tr>
</tbody>
</table>

### USE PERMIT MODIFICATION 18-01

Use Permit Modification– Description of Request

The proposal is to allow the conversion of an existing office/warehouse building to a mini-storage facility with approximately 95 storage units, owned and operated by Public Storage, Inc. The existing building consists of eight offices along the west elevation, with warehouse storage to the rear (east elevation). The building also has a manager’s apartment to the north/east of the building. There are two additional buildings on site, one 12,525 sq. ft. single-story storage building, and a 49,085 sq. ft. two-story storage building. The project will provide other site improvements including landscaping, lighting, walkways, updated signage, and re-stripping parking spaces.

The proposed hours of operation are 6:00 am to 6:00 pm Monday through Friday, and 6:00 am to 5:00 pm Saturday and Sunday.
Use Permit Modification – Analysis of Request

A mini-storage within the SPA requires approval of a Use Permit. The Citrus Heights Zoning Code (Section 106.62.050) requires that the Planning Commission must be able to make five findings before approving a Use Permit or Use Permit modification. The required findings are listed below in **bold italics** and are followed by an evaluation of the applicant’s request in relation to the required findings.

- **The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Code and the Municipal Code;**

  The land use designation for the subject property is General Commercial (GC) within the Antelope Crossing Special Planning Area (SPA). The SPA zoning district is consistent with and implements the General Commercial land use designation of the General Plan.

  The proposed storage use is allowed in the Antelope Crossing SPA subject to approval of a Use Permit modification by the Planning Commission. The proposal also complies with other provisions of the Zoning Code and the Municipal Code relating to parking, setbacks, and other applicable development standards as discussed further in the staff report.

- **The proposed use is consistent with the General Plan and any applicable specific plan;**

  The General Plan land use designation is General Commercial (GC), which provides for retail uses, services, restaurants, professional and administrative offices, and other similar and compatible uses. In addition to a wide variety of commercial uses, the GC designation also allows retail uses such as mini-storage. The General Plan, as discussed in greater detail in the Design Review Permit modification portion of this report, contains numerous Goals and Policies that support economic development of differing types. The proposal is consistent with General Plan goals and policies that support viable and attractive development within major corridors and that encourage economic development. Some of the applicable General Plan goals and policies are as follows:

  **Goal 14:** Strengthen the retail base to ensure the city’s fiscal stability, provide needed goods and services, and promote the vitality of city commercial districts and nodes.

  **Goal 18:** Be responsive to changing economic conditions and opportunities.

- **The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;**

  The project proposes the conversion of a 12,960 sq. ft. multiple use building into a 14,040 sq. ft. building with a single use (mini-storage). The site is surrounded by other commercially designated parcels and commercial uses with similar business hours to the north and south. The building’s size will increase incrementally, to expand the front façade to cover the footprint of the existing pedestrian walkway. Lastly, the project has been designed to comply with the city’s development standards including the city’s commercial design guidelines. For these reasons the design, location, size, and operating characteristics of the project is compatible with the existing and future land uses in the vicinity.
• **The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints; and**

The site is physically suitable for the proposed development, as the property is currently developed with similar uses. Additionally, the property is currently serviced by sewer, water and public services, such as fire and police protection. The applicant is proposing to convert one building on the site to match the existing use of the remaining two buildings. The site is physically suitable for the type, density and intensity of the proposed use, including access and utilities. There are no identifiable physical constraints for the proposed use.

• **Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.**

The site is surrounded by other commercial uses and across the street from residences, and has been designed to comply with the city's development standards including the city's commercial design guidelines. All of the storage units will continue to be accessed from the eastern side of the gate. The elimination of the offices and replacement with storage units (accessed from the east) is anticipated to reduce the amount of traffic and noise generated by the site, in particular the residential area west of Tupelo Drive.

The portion of the building facing the street will be lined with spandrel glass and appear to be similar to how it is today. The existing use for the remaining two buildings on the site (mini-storage) has not posed any issues pertaining to health and safety historically. For these reasons staff believes that granting a permit for the proposed use would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvement in the vicinity and zoning district in which the property is located.

**Use Permit – Conclusion**

Based upon the information above, staff believes that the Planning Commission can make the required findings to approve a Use Permit modification for the operation of a mini-storage facility as conditioned in the staff report.

**DESIGN REVIEW PERMIT MODIFICATION 18-06**

**Design Review Permit Modification– Description of Request**

The proposal is to allow the conversion of an existing office/warehouse building to a mini-storage facility with approximately 95 storage units, owned and operated by Public Storage, Inc. The existing building consists of offices along the west elevation, with warehouse storage to the rear (east elevation). The building also has a manager’s apartment to the north/east of the building. There are two additional buildings on site, one 12,525 sq. ft. single-story storage building, and a 49,085 sq. ft. two-story storage building.

As shown below and provided as Exhibit C of the staff report, the building has a colorful exterior consistent with the existing design of the remaining buildings on the property. The office entryway is completely orange and provides a modern accent to the otherwise traditional roof line. The tile roofing is to remain along the north, west, and south elevations.
Exterior Design
Design Review Permit Modification – *Analysis of Request*

The Citrus Heights Zoning Code (Section 106.62.040) requires that the Planning Commission must be able to make seven findings before approving a Design Review Permit modification. The required findings are listed below in **bold italics** and are followed by an evaluation of the applicant’s request in relation to the required findings.

- **The project is consistent with the General Plan, any applicable specific plan, development agreement and/or any previously approved planning permit;**

- **The project complies with the Zoning Code;**

The General Plan land use designation on the subject property is General Commercial, which provides for retail uses, services, restaurants, professional and administrative offices, and other similar and compatible uses. The proposed mini-storage facility is consistent with the General Plan land use designation of General Commercial.

This project is consistent with several goals of the General Plan, including the following:

**Goal 14:** Strengthen the retail base to ensure the city’s fiscal stability, provide needed goods and services, and promote the vitality of city commercial districts and nodes.

**Goal 18:** Be responsive to changing economic conditions and opportunities.

The site is located within the Antelope Crossing Special Planning Area (SPA). The SPA designates all parcels to follow the Shopping Center (SC) zone standards, except for the parcel in question which also allows the same uses as the Limited Commercial (LC) and SC zone. For all development within the SPA, development standards and overall project design objectives are set. The project redesigns the front façade (west elevation) with updated materials, including spandrel glass for aesthetic purposes.

The proposed facility is consistent with the city’s goals and policies that support viable and attractive commercial development within major corridors and the Antelope Crossing SPA land use concepts and principals that encourage economic development in the community.

- **The project’s architectural design and building massing and scale are appropriate to and compatible with the site surroundings and the community;**

- **The project provides attractive and desirable site layout and design, including building arrangement, exterior appearance and setbacks, drainage, fences and walls, grading, landscaping, lighting, signs, etc.;**

- **The project complies with all applicable design standards in Chapter 106.31 and/or other applicable city design guidelines and policies;**
Architecture
The commercial design guidelines require basic architectural standards such as the use of building materials and design features that create an impression of quality and visual interest. The proposed mini-storage facility uses contemporary design of traditional building materials and detailing including: infill of current pilasters in front of the building with a nonstructural system; an architectural tower element added to the office area; metal paneling at signage areas; the architectural facade on the west side, which is across from residential; maintaining the existing tile roofing and all existing landscape; other enhancements such as vine green screens and spandrel glazing across from the neighboring homes. Public Storage’s main branding color is orange; this color will be incorporated into signage and as an accent color on the building. The proposed color elevations are show in Exhibit C.

The combination of varying materials, subtle earthen tones and integrating architectural features and accent color for the design of the building help to create an interesting and attractive building that staff believes will enhance the appearance of the site.

Height and Setbacks
The proposal consists of a single-story building approximately 21 feet from grade to the top of the parapet wall. The Zoning Code specifies a maximum building height of 24 feet within 50 feet of a residential zone and 50 feet elsewhere. The project complies with the city’s height requirements.

The Zoning Code requires a 20-foot building setback from the front property line and does not require a setback to the rear or interior side property lines (only boundaries adjacent to residential or open space zones require a setback). The project is setback well beyond the minimum setback requirements.

Noise
Staff does not believe the proposal will produce any significant noise impacts to the environment. The site is surrounded by existing commercial development and the ambient noise associated with I-80 and Tupelo Drive is likely to muffle any sound generated by the proposed mini-storage. Trucks loading and unloading goods, in addition to the sound of roll-up storage doors, will be taking place on the eastern side of the building and are anticipated to generate a typical amount of noise for this commercial use.

- The project provides safe and efficient public access, circulation and parking, including bicycle and pedestrian accommodations where appropriate; and

Site Access & Frontage Improvements
The site is currently serviced by one driveway from Tupelo Drive and one driveway from the parcel directly adjacent to the property on the north side. The project includes the construction of ADA striping that denotes a path of travel from the parking lot to the building entrance.

Currently, rolled curb/gutter and sidewalk exist along the main frontage (Tupelo Drive). In comments from the General Services Department, it is required that prior to any occupancy, the applicant must remove and replace the existing driveway along Tupelo Drive to a Type A-6 driveway that meets current accessibility requirements. Transitions into the existing sidewalks on both sides of the driveway are required. All work within the public Right-of-Way requires an Encroachment Permit from the General Services Department.
Parking and Circulation
Public Storage will be the sole tenant for this site operating under a single use. The existing site accommodates for 29 on-site parking spaces, 26 of which are located at the front along Tupelo Drive. Public storage offers an office area at the front and a small lobby at the rear for access to storage units. The Zoning Code bases parking for indoor units as 1 space per 4,000 sf of floor area, plus 2 spaces for the manager’s office; for separately accessible units, the parking requirement is 4 spaces for the manager’s office. The combined total of required parking spaces is 21 spaces.

- The proposal provides appropriate open space and landscaping, including the use of water efficient landscaping.

Landscaping
As shown in the site plan (Exhibit A), the project will be maintaining the existing landscaping which is in good condition. The mature landscaping includes numerous trees fronting Tupelo Drive, turf, and shrubs surrounding the parking lot.

Design Review Permit – Conclusion
Based upon the information above, staff believes that the Planning Commission can make the required findings to approve a Design Review Permit for the proposed mini-storage modification as conditioned in the staff report.

ENVIRONMENTAL DETERMINATION
The project is Categorically Exempt from the California Environmental Quality Act (CEQA) per Section 15332, In-fill Development Exemption.

PUBLIC OUTREACH
Public Storage staff met with and corresponded with the existing tenants fronting Tupelo Drive.

Property owners within 500 feet of the project site were mailed a meeting notice as required and a notice of this hearing was published in the Sacramento Bee. In addition, the nearby neighborhood association (NA #1) was notified of the project.

Numerous existing office tenants from the existing building have expressed concerns with the loss of their respective offices as proposed by the property owner. The property owner has met with the existing tenants and discussed the process and timeline for moving forward with the anticipated elimination of office uses.

No written comments have been received at the time this staff report was produced.

RECOMMENDATION
The Planning Division recommends that the Planning Commission:

A. Find that the project is Categorically Exempt from CEQA per Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act.
B. Approve a Use Permit and Design Review Permit modification to allow the conversion from an office/warehouse building to a mini-storage facility building with rental office service located at 6380 Tupelo Drive subject to the findings and conditions of approval contained in this report.

**FINDINGS FOR APPROVAL – USE PERMIT MODIFICATION**

- The mini-storage is consistent with the General Plan, Municipal Code, and the Zoning Ordinance and the project assists the city in reaching goals outlined in the General Plan including revitalization of corridors as economically viable and physically attractive;

- The design, location, size, and operating characteristics of the storage facility is compatible with the existing and future land uses in the vicinity appropriate to and compatible with the site surroundings and the community;

- The site is physically suitable for a storage facility including access, utilities, and is absent of physical constraints;

- The storage facility provides safe and efficient public access and circulation;

- The proposed facility complies with all applicable design standards in Chapter 106.31 of the Zoning Code; and

- Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the project is located.

**FINDINGS FOR APPROVAL – DESIGN REVIEW PERMIT MODIFICATION**

- The storage facility is consistent with , Municipal Code, and the Zoning Ordinance and the project assists the city in reaching goals outlined in the General Plan including revitalization of corridors as economically viable and physically attractive;

- The project complies with the Zoning Code including setbacks and other development standards;

- The project’s architectural design and building massing and scale are appropriate to and compatible with the site surroundings and the community;

- The project provides attractive and desirable site layout and design, including building arrangement, exterior appearance and setbacks, drainage, fences and walls, grading, landscaping, lighting, signs, etc.;

- The project complies with all applicable design standards in Chapter 106.31 and other applicable city design guidelines and policies;

- The project provides safe and efficient public access, circulation and parking, including bicycle and pedestrian accommodations where appropriate; and

- The project provides open space and landscaping, including the use of water efficient landscaping.
CONDITIONS OF APPROVAL - USE PERMIT

1) The applicant shall comply with all city of Citrus Heights Codes and Regulations, including but not limited to the Citrus Heights Municipal Code and Zoning Code, California Building Standards and the Auburn Boulevard Specific Plan. [Planning]

2) The project shall comply with all requirements of all servicing agencies of the City of Citrus Heights including but not limited to Sacramento Metropolitan Fire District, Sacramento Suburban Water District, Sacramento Area Sewer District, and with the implementation measures of the Sacramento Metropolitan Air Quality Management District (SMAQMD) Basic Construction Emission Control Practices

3) This approval will expire in two (2) years (3/13/2021) after the date of its initial approval, unless a building permit has been issued for the work. The Director may extend the term of approval for one additional year. [Planning]

4) Any violations of the conditions of approval could result in the revocation or modification of the Use Permit and/or the imposition of fines and penalties as allowed under Code. [Planning]

5) This Use Permit shall run with the land through any change of ownership of the subject site and all conditions of approval shall continue to apply after a change in ownership. [Planning]

6) Developer agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this permit challenging the validity of the Agreement or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Agreement. Developer may select its own legal counsel to represent Developer's interests at Developer’s sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City’s costs of defense, whether directly or by timely reimbursement on a monthly basis. Such costs shall include, but not be limited to, all court costs and attorneys’ fees expended by City in defense of any such action or other proceeding, plus staff and City Attorney time spent in regard to defense of the action or proceeding. The parties shall use best efforts to select mutually agreeable defense counsel but, if the parties cannot reach agreement, City may select its own legal counsel and Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. [Planning]

CONDITIONS OF APPROVAL – DESIGN REVIEW PERMIT

1) The applicant shall comply with all City of Citrus Heights Codes and Regulations, including but not limited to the Citrus Heights Municipal Code and Zoning Code, California Building Standards. [Planning]

2) Mechanical equipment shall be screened by the building parapet. No rooftop equipment may be visible from the surrounding right of way. [Planning]

3) The site plan shall be revised to include the installation of a minimum of one bicycle rack conveniently placed to the satisfaction of the Planning Division. [Planning]

4) This Design Review Permit approval does not include any signs. All signs must comply with the sign requirements and receive a separate permit. [Planning]
Prior to Issuance of Building Permit

5) The applicant shall submit a lighting plan that depicts the proposed on-site lighting will not exceed .50 foot-candles within 2 feet of the property line of the light source. [Planning]

6) Developing this property will require the payment of sewer impact fees. Impact fees shall be paid prior to filing and recording the Final Map or issuance of Building Permits, whichever is first. The applicant should contact the Permit Services Unit at 916-876-6100 for sewer impact fee information. [SASD]

7) Development Impact Fees shall be calculated using current fees at time of development and shall be paid prior to issuance of the building permit. [Engineering]

8) The applicant shall submit a security plan to the Police Department for review and approval. The security plan should address crime prevention thru security cameras, alarm upgrades, or other improvements, subject to Police Department approval. [Police]

Other Conditions of Approval

9) Prior to final of Building Permit, the applicant shall call for inspection by the Planning Division to verify compliance with the approved plans. [Planning]

10) Minor modifications to the design of the project, including site layout, colors and materials, may be approved by the Community Services Director provided such changes are consistent with the overall design as approved herein. Major modifications will require Planning Commission approval. [Planning]

11) Prior to any occupancy, remove and replace the existing driveway along Tupelo Drive to a Type A-6 driveway that meets current accessibility requirements. Transitions to the existing sidewalks on both sides of the driveway are required. All work within the public Right-of-Way requires an Encroachment Permit from the General Services Department [Engineering].

12) Prior to any occupancy, install one streetlight along Tupelo Drive. Location to be determined by City Staff. [Engineering].

13) Developer agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this permit challenging the validity of the Agreement or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Agreement. Developer may select its own legal counsel to represent Developer’s interests at Developer’s sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City’s costs of defense, whether directly or by timely reimbursement on a monthly basis. Such costs shall include, but not be limited to, all court costs and attorneys’ fees expended by City in defense of any such action or other proceeding, plus staff and City Attorney time spent in regard to defense of the action or proceeding. The parties shall use best efforts to select mutually agreeable defense counsel but, if the parties cannot reach agreement, City may select its own legal counsel and Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. [Planning]
Attachments:
1) Vicinity Map

Exhibits:
A. Site Plan
B. Proposed Floor Plan
C. Color Elevations
D. Color Renderings