

**ITEM 6.1: Design Review Permit, Flood Encroachment Permit, and Tree Permit – 705 Sunrise Av.  
– INFILL PCL 183, 229, 305 – Sunrise Office Center – PL24-0812**

**REQUEST**

The applicant requests approval of a Design Review Permit to allow construction of a new 7,300 sf general medical office building and a Flood Encroachment Permit to allow site construction within the existing Cirby Creek floodplain. The project also includes a Tree Permit to remove three (3) protected Valley oak trees.

Applicant-Robert Wood, Millenium Planning and Engineering  
Owner – Kurdi Management, LLC

**SUMMARY RECOMMENDATION**

The Planning Division recommends that the Planning Commission take the following actions:

1. Adopt the Sunrise Office Center Initial Study/Mitigated Negative Declaration (SCH # 2024120281) and Mitigation Monitoring and Reporting Program; and
2. Adopt the four (4) findings of fact and approve the Design Review Permit subject to sixty-five (65) conditions of approval; and
3. Adopt the two (2) findings of fact and approve the Flood Encroachment Permit subject to twelve (12) conditions of approval; and
4. Adopt the two (2) findings of fact and approve the Tree Permit subject to six (6) conditions of approval.

**SUMMARY OF OUTSTANDING ISSUES**

There are no outstanding issues associated with this request. The applicant has reviewed and agrees with the recommended conditions of approval.

**BACKGROUND**

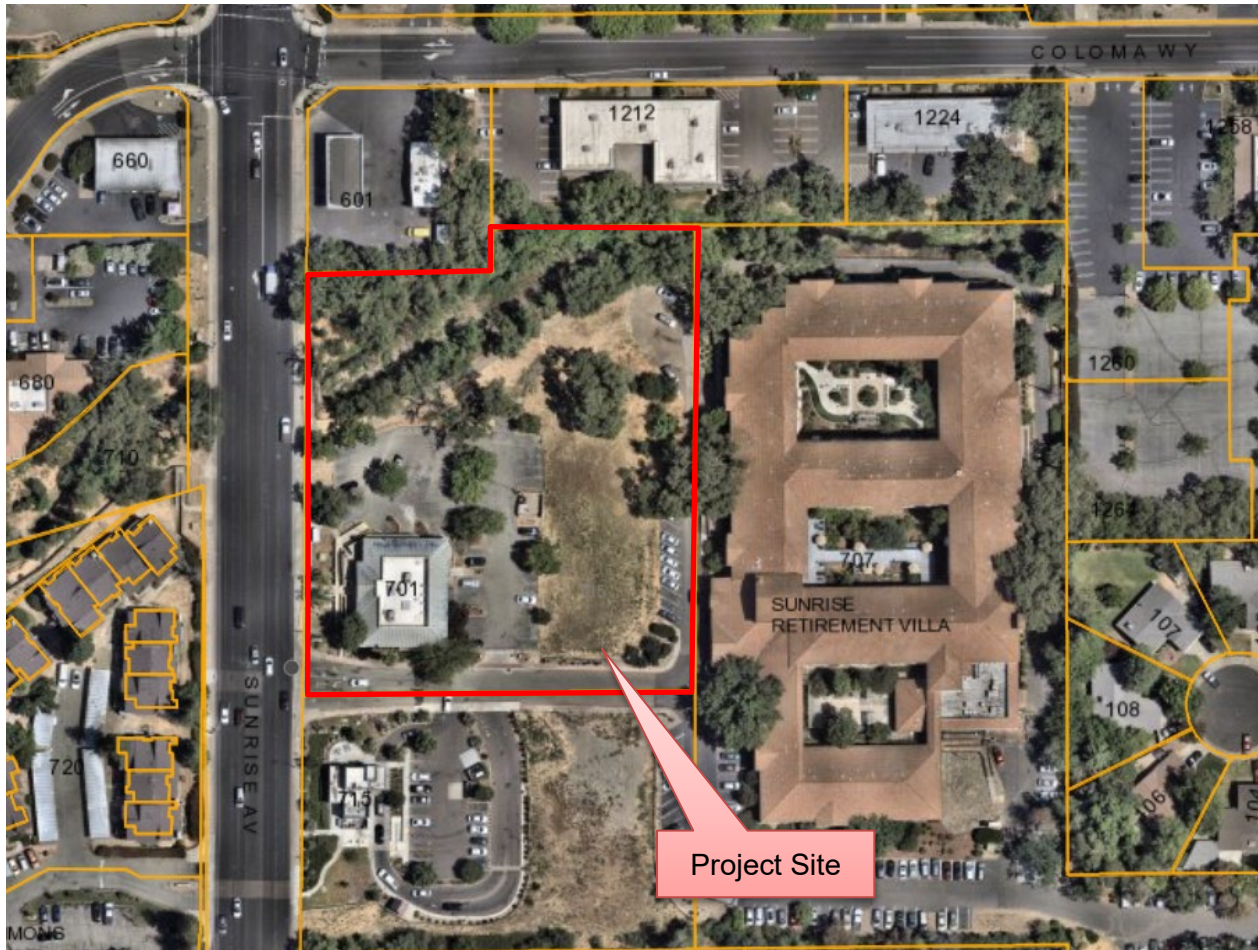
The 2.63-acre project site is located at 701 Sunrise Av., on the east side of Sunrise Av., approximately 170 feet south of the intersection of Sunrise Av. and Coloma Wy. The parcel is in the PD52 (Planned Development) and FW (Floodway) zoning districts and has BP (Business Professional) and OS/FP (Open Space/Floodplain) General Plan designations. The site is partially developed with a parking lot and an office building, and a portion of Cirby Creek traverses the northern portion of the property. To the north of the site are additional office buildings, a senior living residential complex to the east; Sunrise Av. and condominiums to the west; and a drive-thru coffee kiosk to the south.

The project site is located in a Planned Development zone (PD52), which was adopted by the city Council in April of 1978. On September 21, 1995, the City of Roseville Design Review Commission approved a Design Review Permit (DRP) to construct a 5,240 square foot IHOP restaurant, as well as a Tree Permit to allow encroachment into the protected zones of four (4) native oak trees. An Initial Study and Environmental Checklist was prepared to evaluate the project, and a Negative Declaration was adopted prior to action on the project (International House of Pancakes Negative Declaration (UP 94-38; TP 95-11), Adopted September 21, 1995). A Building Permit to construct the project was issued in August 1997.

The proposed project includes a request for a Design Review Permit to allow construction of a new 7,300 square foot medical office building and associated site improvements such as additional parking area, lighting, and a trash enclosure. The project also requests a Flood Encroachment Permit to allow site construction within the existing Cirby Creek floodplain. A Tree Permit is requested for the removal of

three (3) protected Valley oak trees totaling 94 inches diameter at breast height (DBH). A total of six (6) trees will be removed as a part of the project.

**Figure 1: Project Site**



### **EVALUATION – DESIGN REVIEW PERMIT**

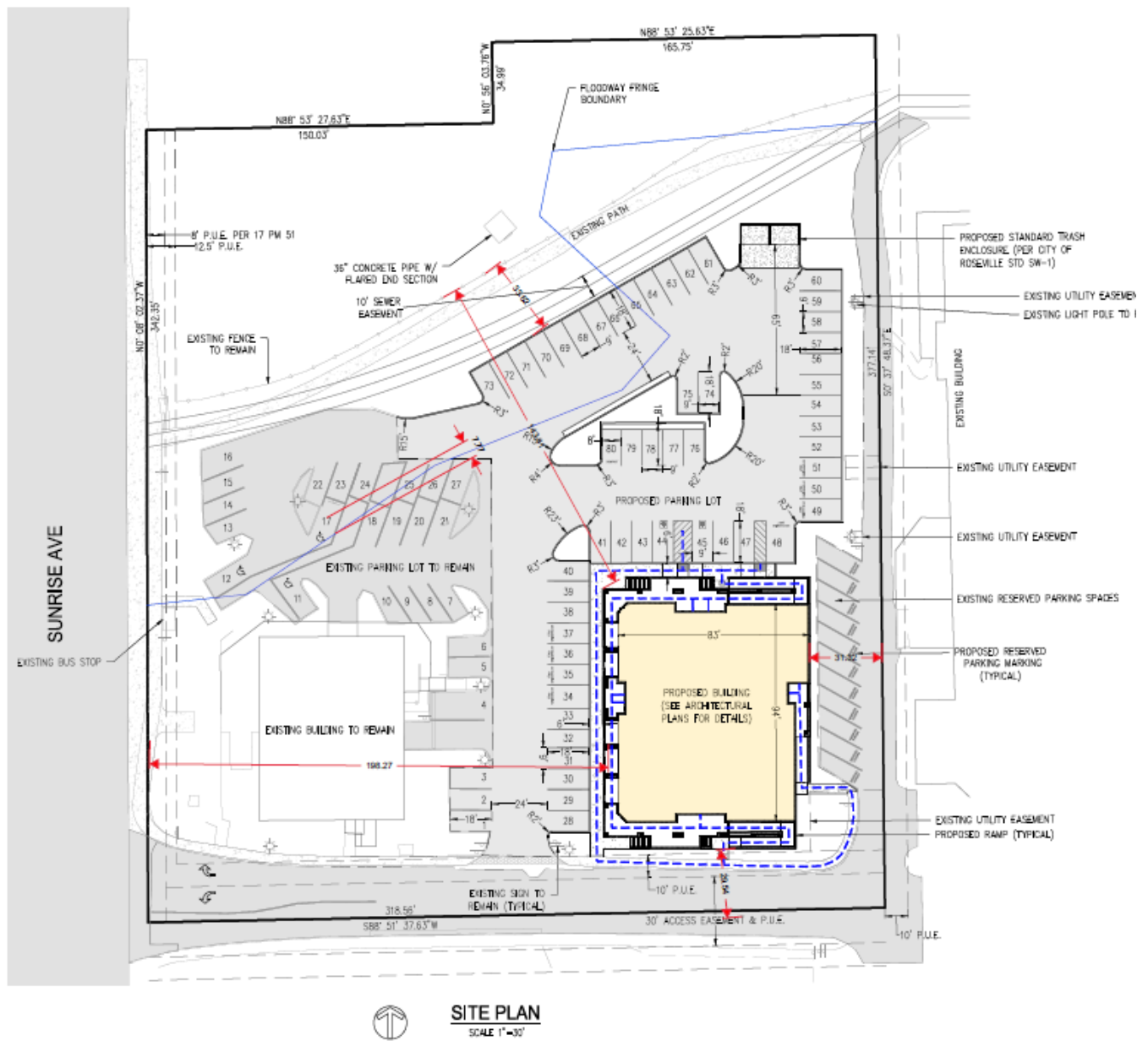
The DRP evaluation of the project is based on the applicable development standards within the City's Zoning Ordinance and the design standards of the Community Design Guidelines (CDG). Section 19.78.60(B) of the City of Roseville Zoning Ordinance requires that four findings be made to approve or conditionally approve a DRP. The four findings are listed below in *italicized, bold* text and are followed by an evaluation of the map in relation to each finding.

- 1. The project as approved preserves and accentuates the natural features of the property, such as open space, topography, trees, wetlands and water course; provides adequate drainage for the project, and allows beneficial use to be made of the site for development.***

The project site is approximately 2.63 acres in size, and partially developed with a 4,700 square foot medical office building (formerly an IHOP restaurant) and an existing parking area. The undeveloped areas within the Project area are primarily comprised of non-native annual grassland, including non-native grasses and herbaceous species. Interior live oak (*Quercus wislizenii*) and Valley oak (*Quercus lobata*) are mixed in with the non-native grassland areas.

Cirby Creek traverses the northern portion of the subject parcel. The creek has a perennial flow in a southeast to northwestern direction before merging with Linda Creek, and eventually discharging into Dry Creek just east of Riverside Dr. The upland areas along the top of both banks include clusters of small to medium Interior Live oak and Valley oak trees. Cirby Creek and its associated riparian habitat are separated from the project area of disturbance by a tubular steel fence and a walking path. While six (6) trees are proposed for removal more interior to the site due to conflicts with proposed improvements, the riparian area will remain undisturbed.

**Figure 2: Site Plan**



In order to make beneficial use of the site for development, the site will be graded to create a level pad for the building, a drainage pattern which directs stormwater to the existing system, and finish boundary

grades which can be appropriately tied to the adjacent development. The preliminary grading plan has been evaluated by the Development Services Department, and the conditions of approval are recommended to ensure compliance with City of Roseville Improvement Standards.

***2. The project site design as approved provides open space; access; vehicle parking; vehicle, pedestrian, and bicycle circulation; pedestrian walks and links to alternative modes of transportation; loading areas; landscaping; irrigation; and lighting which results in safe, efficient, and harmonious development and which is consistent with the applicable goals, policies, and objectives set forth in the General Plan, the Community Design Guidelines, and the applicable specific plan and/or applicable design guidelines.***

Commercial development guidelines are included in the CDG. The guidelines include recommendations for site planning, circulation, architecture, and other aspects of site development. The following discussion provides an evaluation with respect to the applicable design guidelines in the CDG.

Site Planning and Building Siting: The project consists of a 7,300-square-foot medical office building. As currently proposed, the project can accommodate three (3) tenant suites, with 4,289 square feet allocated to a dentist's office. While the other potential tenants are currently unknown, the project was evaluated with the assumption that these could be other medical uses. The proposed building is two levels, with the upper level accommodating the tenant space and the lower level containing unoccupied crawl space engineered for flood resistance. The building will be placed on a slope, with a height of 30 feet facing towards the west (Sunrise Av.), gradually reducing in height to 20 feet to the east (the Terraces of Roseville). The average height of the building is approximately 25 feet.

The proposed building is located as far from the Cirby Creek riparian area and the FW zone as the parcel can accommodate, and is in line with the existing office building on the site. The building is approximately 200 feet from the western property boundary; 30 feet from the eastern property boundary; 30 feet from the southern property boundary (located outside of the 30' access easement and 10' public utility easement), and approximately 143 feet from the tubular steel fence that separates the project area from Cirby Creek. The parking area is approximately 35 feet from the fence.

Access and Circulation: The proposed project will utilize the existing access road and driveway off Sunrise Av., which currently serves the medical office building at 701 Sunrise and the Terraces of Roseville (a senior living facility) at 707 Sunrise. This access road allows both right and left turns onto Sunrise Av. The project will extend the existing parking area to provide additional spaces for the new use, which will extend the on-site circulation. The project also includes pedestrian connectivity from the newly proposed building to the existing sidewalk along the access road and Sunrise Av. The proposed access and parking area have been reviewed by the Development Services and Fire Departments and were found to be consistent with standards.

Parking: The overall site will include 80 parking spaces, which will serve both the existing 4,700-square-foot medical office building and the new 7,300-square-foot medical office building. Per the Zoning Ordinance, medical offices require one (1) parking space per 150 square feet of office. With a total of 12,000 square feet, this results in a minimum parking requirement of 80 spaces. Therefore, the proposed number of parking spaces is consistent with the Zoning Ordinance requirement.

It is noted that there are 11 parking spaces located to the east of the proposed building which are reserved for use by the Terraces of Roseville, although they are located on the subject parcel. These parking spaces are not included in the minimum parking calculation and remain marked as "reserved".

Landscaping and Lighting: The CDG recommends using landscaping throughout the site, placing trees to provide shading for sidewalks and public spaces, using native or drought-tolerant plants where

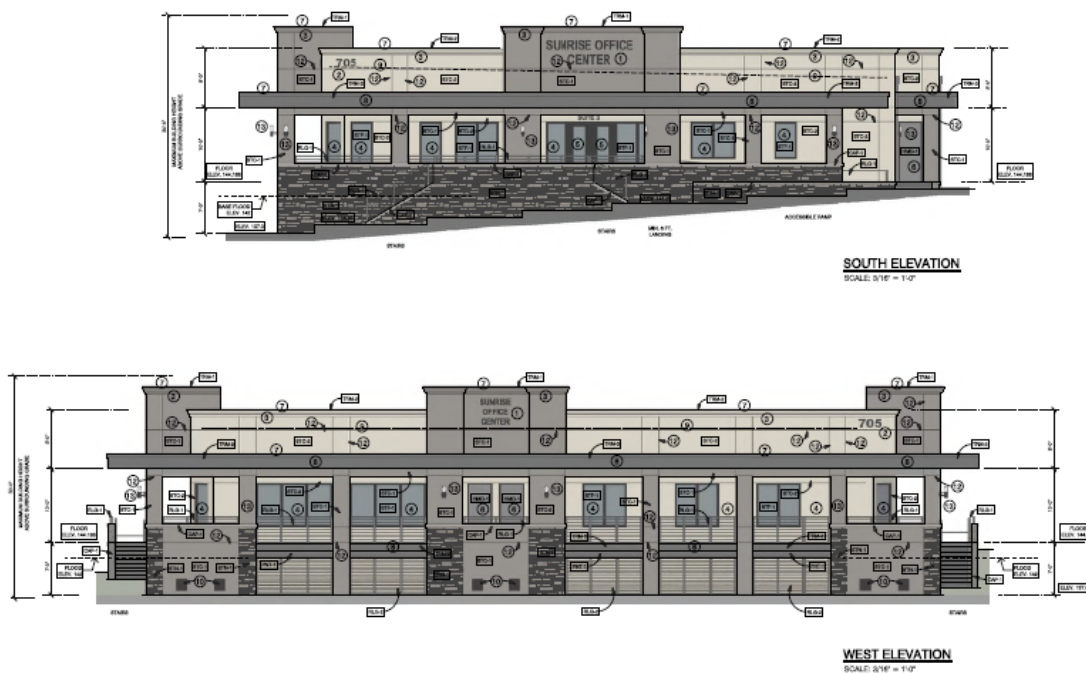
possible, and providing a minimum of 50-percent shading (based on 15-year maturity) over the parking spaces. The proposed landscaping plan is included as Exhibit F. The project includes landscape planters along the perimeter and within the parking area. Several trees are included within the landscaping areas to provide shade on sidewalks and pathways. Selected species include Valley oak, Interior Live oak, Chinese Pistache, and Crape Myrtle trees. The proposed landscaping plans show 51.5-percent parking lot shade coverage, exceeding the minimum requirement. The understory plants include a variety of shrubs and groundcover to provide a visually engaging streetscape and seasonal interest.

The project includes lighting standards for the parking areas, and the conditions of approval ensure that a minimum of one foot-candle of lighting in the parking areas and 0.5 foot-candles of lighting in the pedestrian walkways are provided. Light standards will be shielded to ensure there is no off-site glare.

- 3. The building design, including the materials, colors, height, bulk, size and relief, and the arrangement of the structures on the site, as approved is harmonious with other development and buildings in the vicinity and is consistent with the applicable goals, policies, and objectives set forth in the General Plan, the Community Design Guidelines, and the applicable specific plan and/or applicable design guidelines.***

The proposed building is approximately 30 feet tall at its highest point, with a lower, unoccupied level and the upper level for the tenant spaces. The building design utilizes varying height flat roof forms for visual interest, with a covered walkway that extends around the building. The materials include stucco in contrasting shades of gray-brown, stone veneer, and metal accents. The western elevation also prominently features metal grates along the lower level, which will allow water to pass through in a flood event. The color palate is harmonious with the adjacent medical office building, as well as the senior living facility to the east. Architectural features and details are applied to all elevations. As proposed, the elevations are consistent with the Zoning Ordinance and the CDG for commercial and office buildings.

**Figure 3: Elevations**



**Figure 4: Rendering of Existing and Proposed Office Buildings**



- 4. The design of the public services, as approved, including but not limited to, trash enclosures and service equipment, are located so as not to detract from the appearance of the site, and are screened appropriately and effectively using construction materials, colors, and landscaping that are harmonious with the site and the building designs.***

All trash containers will be screened within trash enclosures. The enclosures will surround the three non-accessible sides of the trash container, and will be surrounded by landscaping. All other service equipment will be screened from public view, consistent with the conditions of approval.

#### **EVALUATION – FLOOD ENCROACHMENT PERMIT**

The City of Roseville Zoning Ordinance requires a Flood Encroachment Permit (FEP) for any permitted uses which may involve fill or storage of materials or equipment in the Floodway Zone District (Section 19.18.040.G) subject to the Floodway Standards set forth in Section 17.18.040.I. Two findings must be made to approve a FEP (Section 19.78.060.E). The two required findings are listed below in ***italicized, bold*** text and are followed by an evaluation of the findings.

- 1. The flood encroachment will be constructed and will be operated in compliance with all standards and regulations set forth in Chapter 19.18 of this title; and***
- 2. The flood encroachment will not result in increased exposure of life and property to flood related hazards.***

The intent of the Floodway (FW) and Floodway Fringe (FF) standards are to promote public health, safety, and general welfare, as well as to minimize losses from flooding. The northern portion of the property is located within the FW zone district due to the presence of Cirby Creek. According to the FW district, any fill or permitted uses or structures which do not allow for human habitation are permitted subject to the issuance of a FEP. A portion of the new parking area will be located within the FW zone, necessitating the FEP request.

**FW and FF Standards:** According to Section 19.18.040 of the Zoning Ordinance, there are General Standards, Standards for Structures, requirements for storage of material or equipment, and other applicable requirements outlined for development in the FW and FF zone districts. Allowable uses shall be based on the reasonable assumption that the use will be consistent with the need to minimize flood damage, be located and constructed to minimize flood damage, and provide adequate drainage to reduce flood hazards.

There are several standards outlined for structures in the FW and FF zones. No structures that are designed for human residence, for example, are permitted in the FW zone. Additionally, structures shall

have low flood damage potential; shall be constructed (wherever possible) parallel to the direction of flood flow; and shall be firmly anchored to prevent flotation, collapse, or lateral movement during a flood event. Service and utility facilities, such as heating and electrical equipment, shall be constructed at least one foot above base flood elevation and/or shall be floodproofed. All construction shall be with materials resistant to flood damage.

Criteria for Development Approval: According to Section 19.18.040.J, the Approving Authority shall consider all relevant factors in the FW and FF zone district, including:

- The danger to life and property due to increased flood heights or velocities caused by encroachments.
- The danger that materials may be swept onto other lands or downstream to the injury of others.
- The proposed water supply and sanitation systems, and the ability of these systems to prevent disease, contamination and unsanitary conditions.
- The susceptibility of the proposed facility and its contents to flood damage, and the effect of such damage on the individual owner.
- The importance of the services provided by the proposed facility to the community.
- The requirements of the facility for a waterfront location.
- The availability of alternative locations not subject to flooding for the proposed use.
- The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
- The compatibility of the proposed use to the general plan and floodplain management program for the area.
- The safety and availability of access to the property in times of flood for ordinary and emergency vehicles.
- The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters expected at the site.
- The compatibility of the proposed use with preservation of valuable fish and wildlife habitat.
- Such other factors which are relevant to the purposes of this section.

The proposed project includes grading and the construction of a portion of the parking area within the FW zone, including utilities. No new structures which would inhibit flood flows are proposed in the FW zone. However, the entire site is located within a City floodplain, including both the existing and proposed medical office buildings.

Public Works – Floodplain Management reviewed the proposed project, and included several conditions (FEP Conditions 1-12) to ensure that the development would be appropriately constructed to minimize potential impacts. This includes locating the lowest floor elevation at least two (2) feet above the base flood elevation (BFE) of 142 feet (NAVD 88 datum), as well as all of the building's supporting mechanical equipment. Cross sections of the building, as well as the lower floor plan, show that the building will be designed so that all the occupied space will be above the BFE of 142 feet, and that grates will allow water to pass through the lower level of the building in a flood event. Materials used shall be resistant to flood damage, and the building will be adequately anchored to prevent flotation, collapse, or lateral movement. The improvement plans for the project will be required to demonstrate that the development does not result in any off-site increase in water surface elevation, and a hydraulic study will be required to determine the effect of any floodplain encroachment. Additionally, appropriate permits with the Central Valley Flood Protection Board (CVFPB) or adequate documentation demonstrating that these permits are not required will be provided by the project, and a deed restriction will be required to limit use of any parts of the structure which are below the BFE.

With the recommended conditions of approval, the project is consistent with the intent of the FF and FW zone districts and approval standards. This evaluation considered the 13 criteria outlined in Section 19.18.040.J and no conflicts with any of the relevant factors were identified.

### **EVALUATION – TREE PERMIT**

Pursuant to Zoning Ordinance Section 19.66.030, a Tree Permit is required for any removal of native oak trees or for more than 20-percent encroachment into the dripline of a native oak tree. The required findings to approve a Tree Permit are in *italicized, bold* text and are followed by an evaluation.

- 1. Approval of the Tree Permit will not be detrimental to the public health, safety, or welfare, and approval of the Tree Permit is consistent with the provisions of Chapter 19.66.***
- 2. Measures have been incorporated into the project or permit to mitigate impacts to remaining trees or to provide replacements for trees removed.***

Greg Matuzak, California Department of Fish and Wildlife certified biologist of Greg Matuzak Environmental Consulting LLC, prepared an arborist report and tree inventory for the project in March of 2024 (Exhibit G). The report includes a tree inventory summary that identifies three (3) protected oak trees, with 94 aggregate diameter inches, located in the project area. The protected trees are located within the proposed parking area for the project. An additional two (2) Valley oaks will be removed, but they are under the size threshold of six (6) inches DBH to be protected by the City of Roseville Tree Preservation Ordinance. One non-native tree is proposed for removal. All trees were determined to be in good health by the arborist report. The project is subject to the requirements of the Tree Preservation Ordinance, and mitigation for these trees will be completed consistent with the Ordinance.

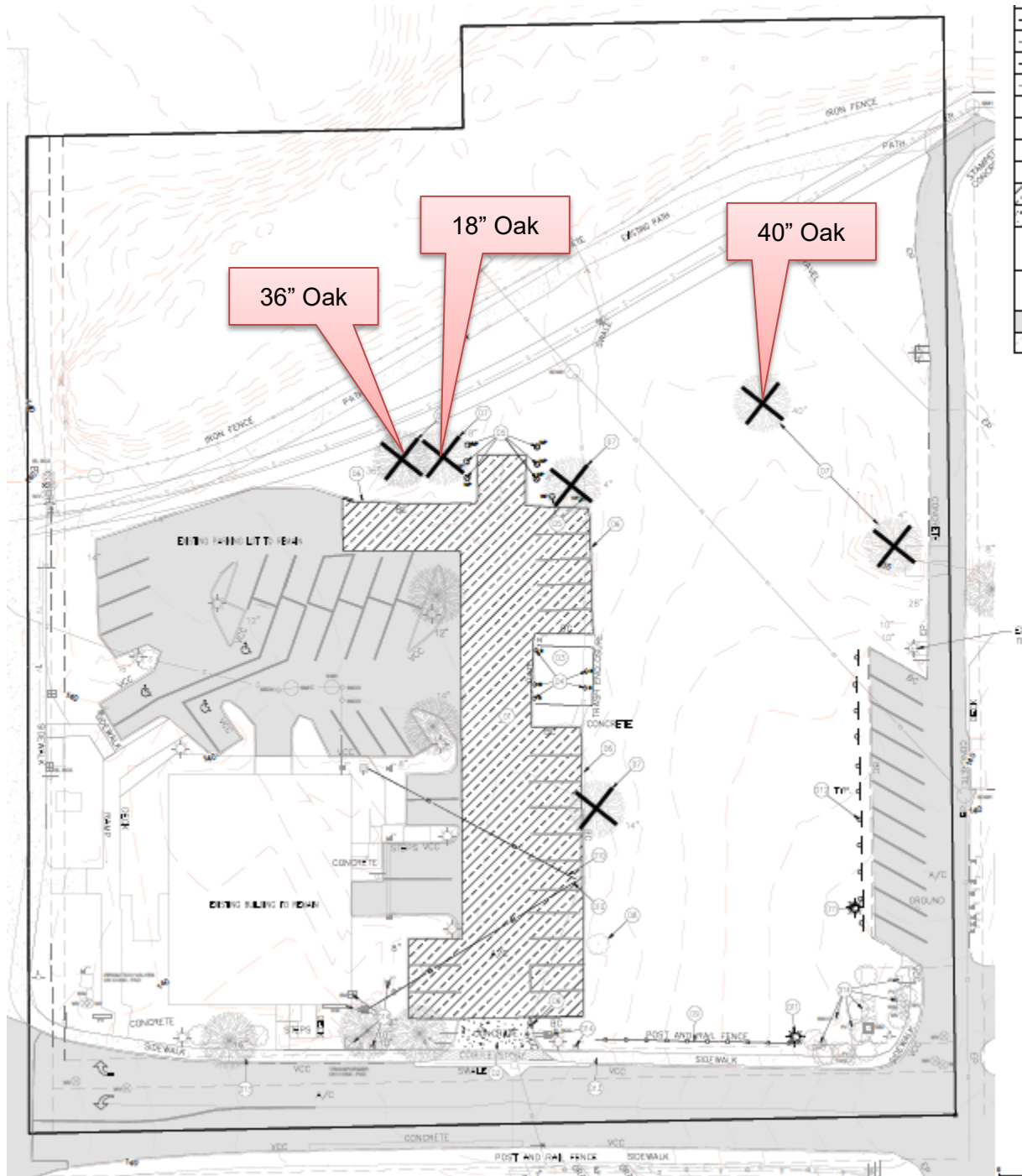
The Zoning Ordinance provides criteria for evaluating a Tree Permit request, including identification of unique topography or other property features, overall health and age of the trees, whether or not any alternative locations for the work are available, and the soil stability/erosion potential of the work area. The parcel has several features which influenced project design and necessitated the removal of the trees. As previously described in this report, portions of the northern end of the site are located within the Floodway (FW) zone, which reduces the buildable area of the parcel. Parking areas, however, are an acceptable accessory use within the FW zone. Additionally, the site already has a constructed parking area for the medical office building, and the proposed design will create a functional connection to the existing circulation pattern of the site. For these reasons, combined with a need to meet the minimum parking standard to be consistent with the Zoning Ordinance, preservation of the trees through site design was found to be infeasible.

According to the Oak Tree Planting and Replacement Program outlined in Section 19.66.070 of the Zoning Ordinance, the Approving Authority may condition a Tree Permit that includes removal to replace trees in kind. Per the program requirements, a 15-gallon tree will replace one inch DBH of the removed tree, a 24-inch box tree may replace two inches, and a 36-inch box tree will replace three inches. Of the replacement trees, 50-percent may be non-native species. A total of 94 inches of tree require replacement due to the removal of the three (3) protected Valley oak trees. The landscaping plan proposes the replanting of six (6) Valley oaks and one (1) interior live oak, all in 24-inch boxes, allowing for the mitigation of 14 inches. An additional 18 non-native, 24-inch box trees will be planted, allowing an additional 36 inches of mitigation. The remaining 44 inches can be mitigated through the payment of an in-lieu fee.

The Tree Permit includes all of the standard conditions of approval, which includes a requirement to follow all recommendations in the Arborist Report. With the required conditions of approval and the

proposed replacement planting, the requested removal will not be detrimental to the public health, safety, or welfare. Measures have been incorporated into the project plans to mitigate impacts.

**Figure 5: Tree Removal Exhibit**



**PUBLIC OUTREACH**

The proposed project was distributed to the various agencies and departments which have requested notice of City applications, and all comments were considered and incorporated into the Conditions of Approval, as appropriate. Notice of the application was also distributed to the Roseville Coalition of

Neighborhood Associations. During project review, staff received one phone call from a neighbor, inquiring about the project and asking for a copy of the plans. No additional comments were received. A public notice of the Planning Commission hearing was published on December 27, 2024, and was distributed to all property owners within 300 feet of the project site. To date, no comments have been received.

## **CONCLUSION**

Based on the foregoing analyses, staff recommends that the Planning Commission approve the requested entitlements.

## **ENVIRONMENTAL DETERMINATION**

As required by the California Environmental Quality Act (CEQA), the City of Roseville, acting as Lead Agency, prepared an Initial Study/Mitigated Negative Declaration (IS/MND) to evaluate the environmental effects of the project. The document was released for a 30-day public comment period, which began on December 6, 2024 and ended on January 6, 2024. The document analyzed the potential for environmental impacts due to project implementation and determined that potentially significant impacts related to Biological Resources, Cultural Resources, and Tribal Cultural Resources could be reduced to less than significant levels with mitigation. The Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program are included as Exhibit A.

## **RECOMMENDATION**

The Planning Division recommends the Planning Commission take the following actions:

1. Adopt the Sunrise Office Center Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; and
2. Adopt the findings of fact as stated in the staff report and approve the **Design Review Permit – 705 Sunrise Av. – INFILL PCL 183, 229, 305 – Sunrise Office Center – PL24-0812** subject to sixty-five (65) conditions of approval; and
3. Adopt the findings of fact as stated in the staff report and approve the **Flood Encroachment Permit – 705 Sunrise Av. – INFILL PCL 183, 229, 305 – Sunrise Office Center – PL24-0812** subject to twelve (12) conditions of approval; and
4. Adopt the findings of fact as stated in the staff report and approve the **Tree Permit – 705 Sunrise Av. – INFILL PCL 183, 229, 305 – Sunrise Office Center – PL24-0812** subject to six (6) conditions of approval.

### **CONDITIONS OF APPROVAL FOR DESIGN REVIEW PERMIT FILE # PL24-0812**

1. This Design Review Permit approval shall be effectuated within a period of two (2) years from **January 9, 2025** and if not effectuated shall expire on **January 9, 2027**. Prior to said expiration date, the applicant may apply for an extension of time, provided this approval does not extend the expiration beyond **January 9, 2028**. (Planning)
2. The project is approved as shown in Exhibits A – F and as conditioned or modified below. (Planning)
3. The project shall comply with all required environmental mitigation identified in Sunrise Office Center Initial Study/Mitigated Negative Declaration and shall include all applicable mitigation measures as notes on the grading plans. (All Departments)

The project shall be addressed as 705 Sunrise Av. All projects with multi-tenants or buildings must submit a site plan with building footprint(s) to the Development Services Department (Business Services – Addressing) for building/suite addressing. (Business Services)

### **Engineering**

4. The applicant shall pay City's actual costs for providing plan check, mapping, GIS, and inspection services. This may be a combination of staff costs and direct billing for contract professional services. Project billing may occur up to two (2) months after the end of warranty or the Notice of Termination date for the SWPPP, whichever occurs later. (Engineering, Environmental Utilities, Electric, Finance)
5. The design and construction of all improvements shall conform to the Design and Construction Standards of the City of Roseville, or as modified by these conditions of approval, or as directed by the City Engineer. (Engineering)
6. The applicant shall not commence with any on-site improvements or improvements within the right-of-way until such time as grading and/or improvement plans have been submitted for review and are approved with grading and/or encroachment permits issued by the Department of Development Services – Engineering Division. (Engineering)
7. The approval of this project does not constitute approval of proposed improvements as to size, design, materials, or location, unless specifically addressed in these conditions of approval. The Developer shall submit civil drawings to the Department of Development Services – Engineering Division for review and approval. (Engineering)

### **PRIOR TO ISSUANCE OF BUILDING PERMITS:**

8. Parking lot design shall conform to the City's design standards, including the following minimum standards for parking stalls:
  - a. All parking stalls shall be double-striped. Parking stalls adjacent to sidewalks, landscaped areas or light fixtures, and all Accessible stalls shall abut a 6-inch raised curb or concrete bumper. (Planning)
  - b. Standard – 9 feet x 18 feet; Compact – 9 feet x 16 feet; Accessible – 14 feet x 18 feet (a 9-foot-wide parking area plus a 5-foot-wide loading area) and a minimum of one (1) parking space shall be Accessible van accessible – 17 feet x 18 feet (9-foot-wide parking area plus an 8-foot-wide loading area). (Planning)
  - c. An 'exterior routes of travel' site accessibility plan incorporating slope, cross-slope, width, pedestrian ramps, curb ramps, handrails, signage, detectable warnings or speed limit signs or equivalent means shall comprise part of the site improvement plans submitted to City for review, prior to building plan check approvals. This site accessibility plan shall also include:
    - i. Accessible parking stalls shall be dispersed and located closest to accessible entrances. The total number of accessible parking spaces shall be established by Table 11B-208.2 of the CBC.
    - ii. Accessible Parking spaces and crosswalks shall be signed, marked and maintained as required by Chapter 11 of the CBC.
    - iii. Accessible parking and exterior route of travel shall comply with CBC, Sections 11B-206 and 11B-208. (Building)

- iv. Recent updates to CBC Sec. 705.1.2.2.2.1 require curb ramps to have an overall surface width of 6'6". The language reads as follows:

*"Where the turning space has one entrance/exit point other than the sloped ramp segments, detectable warnings shall be 36 inches (914 mm) deep, as measured perpendicular to the curb, and the turning space shall provide minimum 36 inches (914 mm) wide portion without detectable warnings to allow pedestrian travel in the direction of the sidewalk without travelling over the detectable warnings."*

- v. Planning of EVCS at accessible EVCS is crucial for a successful accessible site. Choice of EVCS model and location may greatly affect site layout. Please give special consideration to the following requirements of CBC Sec.'s 11B-812.5;

1. *Accessible EVCS that serve a particular building or facility shall be located on an accessible route to an accessible entrance.*
2. *Vehicle spaces and access aisles shall be designed so that persons using them are not required to travel behind vehicle spaces or parking spaces other than the vehicle space in which their vehicle has been left to charge.*
3. *EVCS shall be designed so accessible routes are not obstructed by cables or other elements.*

9. Signs and/or striping shall be provided on-site as required by the Planning Division to control on-site traffic movements. Parking lot striping and signage shall be maintained in a visible and legible manner. (Planning)

10. The plans submitted to the Building Division for permits shall indicate all approved revisions/alterations as approved by the Commission including all conditions of approval. (Planning)

11. The project Landscape Plans shall comply with the following:

- a. The Landscape Plan shall indicate the location of, and be designed to avoid conflicts with, all pole-mounted light fixtures and utility equipment including (but not limited to) electric transformers, switchgear, and overhead lines; backflow preventers; fire department connections; and public water, sewer, and storm drain facilities. (Planning, Fire, Environmental Utilities, Electric, Engineering)
- b. The tree plantings in the parking lot shall be designed to provide a minimum of 50% shade coverage after 15 years. (Planning)
- c. At a minimum, landscaped areas not covered with live material shall be covered with a rock, (3") bark (no shredded bark) or (3") mulch covering. (Planning)
- d. The landscape plan shall comply with the City of Roseville Water Efficient Landscape Ordinance. (Planning, Environmental Utilities)
- e. Landscaping adjacent to the Cirby Creek riparian area shall consist of California native, drought-tolerant groundcover, shrubs, plants, and trees. (Open Space, Planning)
- f. All landscaping in areas containing electrical service equipment shall conform to the Electric Department's Landscape Requirements and Work Clearances as outlined in Section 10.00 of the Departments "Specification for Commercial Construction." (Electric)

- g. Slopes within landscape planters shall be no more than 3:1. A two-foot flat bench located at back-of-walk shall be included in the landscape area to slow or allow absorption of nuisance run-off from the planters. (Parks, Recreation, and Libraries)
  - h. All landscaping shall conform to the standards of crime prevention through environmental design with the intent to create natural surveillance, controlling access, and territorial reinforcement to property boundaries. (Police)
12. Any roof-mounted equipment and satellite dishes proposed shall be shown on the building plans. The equipment shall be fully screened from public streets and the surrounding properties. (Planning)
  13. At the time of building permit application and plan submittal, the project applicant shall submit a proposed plan which shows the proposed addressing for the building. The Building Official, or the designee, shall approve said plan prior to building permit approval. Refer to the *City of Roseville Addressing Guidelines*. (Building)
  14. A separate Architectural Site Accessibility Plan which details the project's site accessibility information as required by California Title 24, Part 2 shall be submitted as part of the project Building Permit Plans. (Building)
  15. Building permit plans shall comply with all applicable code requirements (California Building Code – CBC – based on the International Building Code, California Green Building Standards Code–CGBSC, California Mechanical Code – CMC – based on the Uniform Mechanical Code, California Plumbing Code – CPC – based on the Uniform Plumbing Code, California Fire Code – CFC – based on the International Fire Code – with City of Roseville Amendments – RFC, California Electrical Code – CEC – based on the National Electrical Code, and California Energy Standards – CEC T-24 Part 6), California Title 24 and the American with Disabilities Act - ADA requirements, and all State and Federally mandated requirements in effect at the time of submittal for building permits (contact the Building Division for applicable Code editions). (Building)
  16. Maintenance of copy of building plans: Health and Safety Code section 19850 requires the building department of every city or county to maintain an official copy of the building plans for the life of the building. As such, each individual building shall be submitted as a separate submittal package. Building plan review, permit issuance and archiving is based on each individual building address. (Building)
  17. For all work to be performed off-site, permission to enter and construct shall be obtained from the property owner, in the form of a notarized right-of-entry. Said notarized right-of-entry shall be provided to Development Services - Engineering prior to approval of any plans. (Engineering)
  18. The Improvement Plans shall include a complete set of Landscape Plans. The Landscape Plans shall be approved with the Improvement Plans. (Planning, Engineering, Fire, Environmental Utilities, Electric)
  19. A note shall be added to the grading plans that states:  
  
*“Prior to the commencement of grading operations, the contractor shall identify the site where the **excess/borrow** earthen material shall be imported/deposited. If the **borrow/deposit** site is within the City of Roseville, the contractor shall produce a report issued by a geotechnical engineer to verify that the exported materials are suitable for the intended fill, and shall show proof of all approved grading plans. Haul routes to be used shall be specified.”* (Engineering)

20. Bike parking and electric vehicle parking spaces shall be provided per the California Green Building Standards. Carpool spaces shall also be provided per the City of Roseville's Transportation System Management (TSM) Ordinance, R.M.C Chapter 11.33. Bike rack/locker design and designated parking space markings and location shall be approved by Alternative Transportation. (Alternative Transportation, Building).
21. All storm drainage, including roof drains, shall be collected on site and treated with Best Management Practices (BMP's) per the City's Stormwater Quality Design Manual, which includes trash capture requirements. All storm water shall be routed to the nearest existing storm drain system or natural drainage facility. Drain outfalls shall extend down to the receiving water and shall be constructed with adequate velocity attenuation devices. The grading/improvement plans for the site shall be accompanied with a shed map that defines that area tributary to this site and all drainage facilities shall be designed to accommodate the tributary flow. The storm drain system and proposed BMP's shall be privately owned and maintained by the property owner. Prior to the issuance of any permits, the owner shall enter into a maintenance agreement with the City for the maintenance of the proposed BMP's. (Engineering)
22. Sight distances for all driveways shall be clearly shown on the improvement plans to verify that minimum standards are achieved. It will be the responsibility of the project proponent to provide appropriate landscaping and improvement plans, and to relocate and/or modify existing facilities as needed to meet these design objectives. (Engineering)
23. The applicant shall remove and reconstruct any existing damaged curb, gutter, and sidewalk along the property frontage. During plan check of the improvement plans and/or during inspection, Development Services - Engineering will designate the exact areas to be reconstructed. Any existing public facilities damaged during the course of construction shall be repaired by the property owner and at the property owner's expense, to the satisfaction of the City. (Engineering)
24. Improvement plans shall show the Cirby Creek riparian area boundary and label it as a protected area. The Pre-Construction meeting shall address the presence of the protected area, the sensitive habitats present and minimization of disturbance to the area. During grading and construction the protected area shall be avoided and shall not be used for parking, storage, or project staging. The contractor shall remove all trash blown into the protected area from adjacent construction on a daily basis. After construction is complete, the temporary fencing shall be removed from the protected area, along with all temporary erosion control measures (e.g., straw bales, straw waddles and stakes, silt fencing). (Engineering), Development Services Department, Planning)
25. Prior to construction within any phase of the project, high visibility temporary construction fencing shall be installed along the parcel adjacent to the Cirby Creek riparian area. Fencing shall be maintained daily until project completion. (Engineering), Development Services Department, Planning)
26. Prior to the approval of the improvement plans, it will be the project proponent's responsibility to pay the standard City Trench Cut Recovery Fee for any cuts within the City streets that are required for the installation of underground utilities. (Engineering)
27. Prior to the issuance of building permits, the property owner shall pay into the following fee programs: Citywide Drainage Fee, Citywide Traffic Mitigation Fee (TMF), Highway 65 Joint Partners Association (JPA), South Placer Regional Transportation Authority (SPRTA), and City/County Fee. (Engineering))
28. Prior to the issuance of a grading permit or approval of Improvement Plans, the grading plans shall clearly identify all existing water, sewer and recycled water utilities within the boundaries of the project (including adjoining public right of way). Existing utilities shall be identified in plan-view and in profile-

view where grading activities will modify existing site elevations over top of or within 15 feet of the utility. Any utilities that could potentially be impacted by the project shall be clearly identified along with the proposed protection measures. The developer shall be responsible for taking measures and incurring costs associated with protecting the existing water, sewer and recycled water utilities to the satisfaction of the Environmental Utilities Director. (Environmental Utilities)

29. The applicant shall pay all applicable water and sewer fees. (Environmental Utilities)
30. Water and sewer infrastructure shall be designed pursuant to the adopted City of Roseville Improvement Standards and the City of Roseville Construction Standards and shall include:
  - a. Utilities or permanent structures shall not be located within the area which would be disturbed by an open trench needed to expose sewer trunk mains deeper than 12 feet unless approved by Environmental Utilities in these conditions. The area needed to construct the trench is a sloped cone above the sewer main. The cone shall have 1:1 side slopes.
  - b. Water and sewer shall not exceed a depth of 12 feet below finished grade, unless authorized in these conditions of approval.
  - c. All sewer manholes shall have all-weather, 10-ton vehicle access unless otherwise authorized by these conditions of approval. (Environmental Utilities)
31. Trash enclosures, recycling areas, and enclosure approaches shall be designed to current Refuse Division specifications, the materials and colors shall match the building, and the location of such facilities shall be reviewed and approved by the Refuse Division, Planning and the Fire Department. The enclosure must have inside dimensions of 12 feet wide and 9 feet deep and be built to the specifications of the Solid Waste Department's Enclosure Description. (Refuse, Planning, Fire)
32. Access to trash enclosures shall have an inside turning radius of 25 feet and an outside turning radius of 45 feet must be maintained to allow the refuse truck access to and from the enclosure. Enclosures must have a clear approach of 65 feet in front of the enclosure to allow servicing bins. (Refuse)
33. A trash enclosure and recycling enclosure is required for each building and each tenant, otherwise, the building owner is responsible for the trash service. (Refuse)
34. The design and installation of all fire protection equipment shall conform to the California Fire Code and the amendments adopted by the City of Roseville, along with all standards and policies implemented by the Roseville Fire Department. (Fire)
35. The applicable codes and standards adopted by the City shall be enforced at the time construction plans have been submitted to the City for permitting. (Fire)
36. The Electric Department requires the submittal of the following information in order to complete the final electric design for the project:
  - a. one (1) set of improvement plans
  - b. load calculations
  - c. electrical panel one-line drawings
37. All on-site external lighting shall be installed and directed to have no off-site glare. Lighting within the parking areas and pedestrian walkways shall provide a maintained minimum of one (1) foot-candle,

and 0.5 foot-candle of light, respectively. All exterior light fixtures shall be vandal resistant. (Planning, Police)

38. The parking lot shall have properly posted signs that state the use of the parking area is for the exclusive use of employees and customers of this project. (See California Vehicle Code Sections 22507.8, 22511.5, 22511.8, 22658(a), and the City of Roseville Municipal Code Section 11.20.110). The location of the signs shall be shown on the approved site plan. (Planning, Police)
39. It is the developer's responsibility to notify PG&E of any work required on PG&E facilities. (PG&E)

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

40. Any backflow preventers visible from the street shall be painted green to blend in with the surrounding landscaping. The backflow preventers shall be screened with landscaping and shall comply with the following criteria:
- a. There shall be a minimum clearance of four feet (4'), on all sides, from the backflow preventer to the landscaping.
  - b. For maintenance purposes, the landscaping shall only be installed on three sides and the plant material shall not have thorns.
  - c. The control valves and the water meter shall be physically unobstructed.
  - d. The backflow preventer shall be covered with a green cover that will provide insulation. (Planning, Environmental Utilities)
41. The following easements shall be provided by separate instrument and shown on the site plan, unless otherwise provided for in these conditions:
- a. Additional internal easements will be required to cover primary electrical facilities to the project when the final electrical design is completed. (Electric)
42. Easement widths shall comply with the City's Improvement Standards and Construction Standards. Separate document easements required by the City shall be prepared in accordance with the City's "Policy for Dedication of Easements to the City of Roseville". All legal descriptions shall be prepared by a licensed land Surveyor. All existing public utility, electric, water, sewer and reclaimed water easements shall be maintained unless otherwise authorized by these conditions of approval. (Engineering, Environmental Utilities, Electric)
43. Inspection of the potable water supply system on new commercial/industrial/office projects shall be as follows:
- a. The Environmental Utilities Inspector will inspect all potable water supply up to the downstream side of the backflow preventer.
  - b. The property owner/applicant shall be responsible for that portion of the water supply system from the backflow preventer to the building. The builder/contractor shall engage a qualified inspector to approve the installation of this portion of the water supply. The Building Division will require from the builder/contractor, a written document certifying that this portion of the potable water supply has been installed per improvement plans and in accordance with the Uniform Plumbing Code. This certificate of compliance shall be submitted to the Building Division before a temporary occupancy or a building final is approved.

- c. The building inspectors will exclusively inspect all potable water supply systems for the building from the shutoff valve at the building and downstream within the building. (Building, Environmental Utilities)
44. All improvements being constructed in accordance with the approved grading and improvement plans shall be accepted as complete by the City. (Engineering))
45. The words "traffic control appurtenances" shall be included in the list of utilities allowed in public utilities easements (PUE's) located along public roadways. (Engineering))
46. Water and sewer shall be constructed pursuant to the adopted City of Roseville Improvement Standards and the City of Roseville Construction Standards. (Environmental Utilities)
47. All water backflow devices shall be tested and approved by the Environmental Utilities Department. (Environmental Utilities)
48. All Electric Department facilities, including streetlights where applicable, shall be designed and built to the "City of Roseville Specifications for Commercial Construction." (Electric)
49. The City of Roseville Electric Department has electrical construction charges which are to be paid by the developer and which are explained in the City of Roseville "Specification for Commercial Construction." These charges will be determined upon completion of the final electrical design. (Electric)
50. Any relocation, rearrangement, or change of existing electric facilities due to this development shall be at the developer's expense. (Electric)
51. Any facilities proposed for placement within public/electric utility easements shall be subject to review and approval by the Electric Department before any work commences in these areas. This includes, but is not limited to, landscaping, lighting, paving, signs, trees, walls, and structures of any type. (Electric)
52. All electric metering shall be directly outside accessible. This can be accomplished in any of the following ways:
  - a. Locate the metered service panel on the outside of the building.
  - b. Locate the metered service panel in a service room with a door that opens directly to the outside. The developer will be required to provide a key to the door for placement in a lock box to be installed on the outside of the door. Any doors leading from the service room to other areas of the building shall be secured to prohibit unauthorized entry. (Electric)
53. It is the responsibility of the developer to ensure that all existing electric facilities remain free and clear of any obstruction during construction and when the project is complete. (Electric)
54. There will be two points of connection for the transformer providing power to the project:
  - a. The new transformer for the site will need to connect to the existing transformer located near the southeast corner of the existing building at 701 Sunrise.
  - b. The new transformer for the site will need to connect to the existing junction box located 200 feet south of the new site in the existing parking area.

**OTHER CONDITIONS OF APPROVAL:**

55. Signs shown on the elevations are not approved as part of the Design Review Permit. A Sign Permit is required for all project signs. (Planning)
56. Following the installation of the landscaping, all landscape material shall be maintained in a healthy and weed-free condition; dead plant material shall be replaced immediately. All trees shall be maintained and pruned in accordance with the accepted practices of the International Society of Arboriculture (ISA). (Planning)
57. The City reserves the right to restrict vehicle turning movements within the public right-of-way in the future if deemed necessary by the City Engineer. (Engineering))
58. The required width of fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. Minimum required widths and vertical clearances established by the Fire Code shall be maintained at all times during construction. Closure of accesses for fire apparatus by gates, barricades and other devices shall be prohibited unless approved by the Fire Chief. (Fire)
59. Temporary aboveground storage tanks may be used at construction sites for diesel fuel only and shall not exceed 1,000 gallon capacity. Tanks shall comply with all provisions found within the Fire Code. A Fire Department Permit shall be obtained prior to tank installation. The permit shall expire after 90 days from the date of issuance, unless extended by the Fire Chief. (Fire)
60. If site survey or earth moving work results in the discovery of hazardous materials in containers or what appears to be hazardous wastes released into the ground, the contractor or person responsible for the building permit must notify the Roseville Fire Department immediately. A representative from the Fire Department will make a determination as to whether the incident is reportable or not and if site remediation is required. (Fire)
61. The location and design of the gas service shall be determined by PG&E. The design of the gas service for this project shall not begin until PG&E has received a full set of City approved improvement plans for the project. (PG&E)
62. The project is subject to the noise standards established in the City's Noise Ordinance. In accordance with the City's Noise Ordinance, project construction is exempt between the hours of seven a.m. and seven p.m. Monday through Friday, and between the hours of eight a.m. and eight p.m. Saturday and Sunday, provided that all construction equipment shall be fitted with factory installed muffling devices and be maintained in good working order. (Building)
63. The developer (or designated consultant) shall certify that the building foundation location has been placed according to all approved setback requirements shown on the approved site plan. The developer shall prepare a written statement confirming building placement and provide an original copy to the City Building Division Field Inspector at the time of or prior to the foundation inspection. (Building)
64. Prior to Certificate of Occupancy, the applicant may apply for a Temporary Certificate of Occupancy (TCO) of the building. If a TCO is desired, the applicant must submit a written request to the Building Division a minimum of thirty (30) days prior to the expected temporary occupancy date and shall include a schedule for occupancy and a description of the purpose for the Temporary Certificate of Occupancy. (Building)
65. Concurrent with submittal for plan check and prior to a request for final building inspection, the applicant may request City approval of an occupancy phasing plan to allow individual or multiple

building occupancies. This request shall be made in writing to the Building Division and shall include the following:

- a. A description of measures that will be undertaken to minimize conflict between residents/building occupants and construction traffic (e.g. fencing, etc.);
- b. A phasing plan showing the proposed buildings, internal roads and access routes, landscaping, trash enclosure locations, and any other improvements planned for each phase; and
- c. An estimated time frame for each phase and a specific date for the first phase. (Planning, Building)

**CONDITIONS OF APPROVAL FOR FLOOD ENCROACHMENT PERMIT FILE # PL24-0812**

1. The approval of this Flood Encroachment Permit shall run with the Design Review Permit and Tree Permit. (Planning)
2. The base flood elevation (BFE) at the project location is 142.0 (NAVD 88 datum). The proposed building shall have the lowest floor elevation and all supporting equipment at least two (2) feet above the BFE. This requirement includes all of the structure's support equipment such as, but not limited to, electrical, heating, ventilation ductworks, plumbing and air conditioning equipment, electrical outlets, hot water heater, electrical/gas meters and other service facilities that could be damaged if submerged under water. The structure shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. (PW – Floodplain)
3. The proposed building shall be adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. (PW – Floodplain)
4. All building materials lower than 2 feet above the BFE shall be resistant to flood damage and building materials shall be approved by the City of Roseville prior to the start of construction. (PW – Floodplain)
5. Fully enclosed areas below the lowest floor that are subject to flooding shall be designed with a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding. The bottom of all openings shall be no higher than one foot above lowest grade. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of flood waters. (PW – Floodplain)
6. Upon the completion of the structure, the elevation of the lowest floor, including basement and support equipment, shall be certified by submittal of the current version of a FEMA Elevation Certificate by a registered professional engineer or a licensed land surveyor, and verified by the Floodplain Administrator. (PW – Floodplain)
7. With the submittal of improvement plans to the City, the applicant shall demonstrate that proposed improvements do not result in any off-site increase in water surface elevation. A hydraulic study is required to determine the effect of any floodplain encroachment. A 'Compliance Statement' (a sample is provided within the Roseville Design Standards) must be submitted to the City stating that the proposed improvements shown on the plans are accurately reflected in the approved hydraulic study. (PW – Floodplain)

8. With the submittal of improvement plans to the City, if the proposed improvements result in change to the floodplain, the applicant should demonstrate that application has been made and accepted by FEMA for the processing of a Letter of Map Revision (LOMR) to revise the floodplain maps for the floodplain encroaching onto the site. Note that as of July 2023, FEMA has suspended the processing of all LOMR applications based on fill (LOMR-F) until further notice. (PW – Floodplain)
9. Prior to occupancy, a deed restriction shall be recorded with the property that limits the use of the part of the structure that is below the base flood elevation to parking of vehicles, building access, or storage. (PW – Floodplain)
10. All stored materials or equipment in areas subject to flooding shall be kept anchored or otherwise restrained to prevent them from being carried downstream by floodwaters, and the storage of flammable, toxic, or explosive materials is prohibited. (PW – Floodplain)
11. The applicant shall obtain all necessary permits, including but not limited to, a Central Valley Flood Protection Board (CVFPB) Encroachment Permit, or provide documentation to the City indicating CVFPB has reviewed the proposed work and determined that an Encroachment Permit is not needed. (PW – Floodplain)
12. The contractor may be required remove all construction materials and/or other appurtenances that are within the City's Regulatory Floodplain during the flood season from November 1 through April 15. (PW – Floodplain)

**CONDITIONS OF APPROVAL FOR TREE PERMIT FILE #PL24-0812**

**PRIOR TO ISSUANCE OF ANY PERMITS OR ANY CONSTRUCTION ON-SITE**

1. All recommendations contained in the Arborist Report(s) (Exhibit G) are incorporated by reference into these conditions, except as modified herein. (Planning)
2. Trees listed in Exhibit G are approved for removal with this tree permit. All other native oak trees shall remain in place. Trees to be removed shall be clearly marked in the field and inspected by Planning Staff prior to removal. Removal of the trees shall be performed by or under the supervision of a certified arborist. (Planning)
3. The developer shall be responsible for the replacement of the total number of inches proposed for removal prior to any tree removal. The total number of inches for this project is 94 inches. Mitigation must be provided prior to tree removal unless otherwise approved in the tree replacement plan or in these conditions. (Planning)
4. A \$10,000 cash deposit or bond (or other means of security provided to the satisfaction of the Planning Division) shall be posted to ensure the replacement of trees during construction. The cash deposit or bond shall be posted in a form approved by the City Attorney. Each occurrence of a violation on any condition regarding tree replacement shall result in forfeiture of all or a portion of the cash deposit or bond. (Planning)
5. A violation of any of the conditions of this Tree Permit is a violation of the Roseville Municipal Code, the Zoning Ordinance (Chapter 19.74) and the Tree Preservation Ordinance (Chapter 19.66). Penalties for violation of any of the conditions of approval may include forfeiture of the bond, suspension or revocation of the permit, payment of restitution, and criminal penalties. (Planning)

6. The approval of this Tree Permit shall run with the Design Review Permit and Flood Encroachment Permit. (Planning)

**Exhibits**

- A. Sunrise Office Center ISMND and MMRP
- B. Site and Demolition Plan
- C. Floor and Roof Plans
- D. Grading and Utility Plans
- E. Elevations
- F. Lighting and Landscaping
- G. Arborist Report

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