



AGENDA
CITY OF NORCO
AD-HOC COMMITTEE ON LOT COVERAGE AND ACCESSORY BUILDINGS
REGULAR MEETING
Monday, December 5, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860

- CALL TO ORDER:** 4:30 p.m.
- ROLL CALL:** Phil Jaffarian, Planning Commission Member - Chair
Greg Newton, Mayor Pro Tem – Vice Chair
Ted Hoffman, Council Member
Robert Leonard, Planning Commission Chair
Patricia Hedges, Planning Commission (alternate)
- STAFF:** Andy Okoro, City Manager
Steve King, Planning Director
- PLEDGE OF ALLEGIANCE:** Commission Member Patricia Hedges
1. **PUBLIC COMMENTS**
This is the time when persons in the audience wishing to address the Ad-Hoc Committee may speak on matters NOT on the agenda. Persons wishing to speak must complete a speaker card located in the back of the room and present it to the City Clerk so that you may be recognized.
2. **APPROVAL OF MINUTES:**
A. Regular Meeting Minutes of October 31, 2016. **Recommendation: Approval**
3. **DISCUSSION ITEM:**
- A. Second Units (Accessory Dwelling Units), Permitted Zones. **Recommended Action: Discuss and provide direction** (Planning Director)
- B. Accessory Building Permit Processing and Impact Analysis. **Recommended Action: Discuss and provide direction** (Planning Director)

COMMITTEE AND STAFF COMMENTS

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office, (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility. Staff reports are on file in the City Clerk's Office. Any writings or documents provided to a majority of the Committee Members regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue. This meeting is recorded.



MINUTES
CITY OF NORCO
AD-HOC COMMITTEE ON LOT COVERAGE AND ACCESSORY BUILDINGS
REGULAR MEETING
Monday, October 31, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860

CALL TO ORDER: **4:30 p.m.**

ROLL CALL: **Present:**
Phil Jaffarian, Planning Commission Member - Chair
Greg Newton, Mayor Pro Tem – Vice Chair
Ted Hoffman, Council Member

Absent:
Robert Leonard, Planning Commission Chair

PLEDGE OF ALLEGIANCE: **Commission Member Jaffarian – Chair**

1. PUBLIC COMMENTS:

Bonnie Slager commented on remarks made by Mayor Pro Tem Newton at the last City Council meeting regarding driving over the animal keeping area, noting that she also needs to drive through her animal keeping area to park her trailer. She questioned where are stalls to be placed if one wasn't allowed to drive through.

2. APPROVAL OF MINUTES:

A. Regular Meeting Minutes of October 17, 2016. **Recommendation: Approval**
M/S HOFFMAN/NEWTON to approve the regular meeting minutes of October 17, 2016, as written; the motion passed by the following roll call vote:

AYES: JAFFARIAN, NEWTON, HOFFMAN

NOES: NONE

ABSENT: LEONARD

ABSTAIN: NONE

3. DISCUSSION ITEM:

A. Continued Discussion Topics regarding Accessory Buildings. **Recommended Action:**
Discuss and provide direction (Planning Director)

Planning Director King presented the staff report on file in the City Clerk's Office. He noted that this is the second item, of five topics preset at the first meeting, for discussion by this group. The City is authorized by the State to police its land use, which is done through the Conditional Use Permit (CUP) process. He made referenced the exhibit which listed findings from other jurisdictions for their process of CUPs, for comparison purposes.

Director King explained that the first finding in the Norco Municipal Code (NMC) is mainly based on zoning, which can be approved by the Planning Commission. The second does not adversely affect land uses, also largely based on zoning, but taking into consideration the effect on neighboring property. He stated that this Ad-Hoc Committee needs to review and

make the findings that these are appropriate; if found not to be, then a change may be needed. He further explained a third finding which meets zoning, standards of the NMC, and other issues such as setbacks; and a fourth, which is used mostly for commercial applications, is considering the traffic effect on the area and neighborhood.

City Manager Okoro stated that this topic is a central issue for this Ad-Hoc Committee; to approve accessory buildings, have objective findings, and for making recommendation of approval or denial as it applies to accessory buildings, this is in order to assist staff to know what the expectation is prior to making its recommendation to either the Planning Commission or the City Council.

Council Member Hoffman shared results of his own research of cities that are close or same type as Norco. The City of Santa Clara was close, where the maximum coverage allows for an accessory building to be at a quarter ($\frac{1}{4}$) size of the house. He also noted that barns and accessory buildings are handled separately; and that preservation was highly encouraged depending on where the lot was located, near the beach, near hills, and/or for animal keeping.

Chair Jaffarian noted many of recently approved CUPs fall into two categories, one is animal keeping, and many are for RV storage. He suggested separating them in the approval process, and suggested that the Code be modified to provide strictly for development standards for animal keeping, and another for solid enclosure for RV storage, with guidelines for the exact measurements allowed.

City Manager Okoro asked for clarification as to the different types that may be needed.

Chair Jaffarian stated one be described as an animal keeping structure, such as a barn, a second for garage/workshop, and a third for RV storage accessory building.

Council Member Hoffman expressed his desire to encourage property owners to build animal keeping type of buildings, instead of storage type of accessory structures.

In response to Mayor Pro Tem Newton, City Manager Okoro suggested that the Committee create a proper description of a barn, providing guidelines for applicants to follow, which could also limit the large buildings.

Council Member Hoffman expressed that guidelines must be very specific as to what will be stored in the "barn" requested; developing a check list for staff to use to determine if the request is for a barn or a storage building.

Director King reviewed the conclusions from this meeting, including the application, the questions within the application; adding that some of the justifications need to be revised for residential as opposed to commercial, and both categories need to be handled as separate issues by creating separate applications.

Chair Jaffarian invited those who wish to speak:

Dan Leach noted that he purchased his home many years ago, verified the rules, and now the City is looking at changing the rules. He stated he doesn't understand why changes are being done, and that property rights are being taken away.

Bill Naylor thanked the Committee for discussions so far; suggesting restrictions sizes of buildings and making sure there is only one primary residence before approval.

Scott Cocke stated he doesn't agree with separating building types, as some individuals use just one building for many uses; noting his concern with property values, that it's like going to be like a home owners association.

Mike Thompson questioned the CUP process on limiting approvals to animal keeping building, and size limits.

Chair Jaffarian brought discussions back to the Committee.

City Manager Okoro responded to some of the public comments made.

COMMITTEE AND STAFF COMMENTS:

- Future meeting dates were discussed; Chair Jaffarian asked that staff contact the members, allowing staff to do needed research.

ADJOURNMENT: Chair Jaffarian adjourned the meeting at **5:52 p.m.**

CITY OF NORCO STAFF REPORT

TO: Honorable Chair and Members of the Accessory Building Ad-Hoc Committee

PREPARED BY: Steve King, Planning Director

DATE: December 5, 2016

SUBJECT: Second Units: Permitted Zones

RECOMMENDATION: Discuss and provide direction

SUMMARY: New state laws for regulating second units goes into effect January 1, 2017 and each jurisdiction in the state is required to adopt those changes into the respective Code of Regulations (Norco Municipal Code) (NMC). The Planning Commission recommended approval but before the proposed Zone Code Amendment was heard by the City Council it was directed to the Ad-Hoc Committee for review first. The City Attorney agrees with a suggestion from a member of the Ad-Hoc Committee that the City does not have to go as far as the NMC currently allows for second units to be consistent with state law. With concurrence from the Ad-Hoc Committee this will be advertised for re-review by the Planning Commission before being presented to the City Council.

BACKGROUND: When the current Housing Element was adopted there were some follow-up items that the State Department of Housing and Community Development (HCD) required before the Housing Element could be certified by the State. One of those items was the allowance of Second Units in accordance with state regulations. Those regulations basically state that second units are allowed in residential zones and the approval of those units can only occur at staff level (a required review by the Planning Commission is not allowed). In February 2014 Ordinance 969 was approved to that end:

Ordinance 969 excerpt:

Section 18.30.46 Second Units

(2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities that can either be attached to or contained within a primary single-family dwelling or detached from the primary dwelling with a maximum 10-foot separation between the two buildings.

Agenda Item 3.A.

(3) *Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:*

(a) *A Minor Site Plan is approved at staff level, after approval of the proposed architecture by the Architectural Review Subcommittee (ARC), pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).*

A member of the Ad-Hoc Committee suggested, and the City Attorney concurred, that the state requirement is that all residential zones are required to allow second units. The residential zones in the City are: R-1 (Residential Single Family); and R-3 (Low Density Multiple-Family). Ordinance 969 was approved to allow second units in all zones that allow single family residences. However, the A-E (Agricultural Estate) and the A-1 (Agricultural Low Density) zones are agricultural zones and the state requirement for second units is not required.

The proposed amendment to the Norco Municipal Code, if the Ad-Hoc Committee concurs, would be as follows:

Section 18.30.46 Second Units

(1) *Intent and Purpose: This section is intended to provide for the creation of second units as an accessory use ~~to existing single-family dwellings~~ in existing single family and multi-family residential zones, specifically the R-1 (Residential Single Family) zone and the R-3 (Low Density Multi-Family Residential) while maintaining the rural and low-density character of Norco's residential neighborhoods. This section shall not be applicable to any other zone within the City.*

(2) *Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities that can either be attached to or contained within a primary single-family dwelling or detached from the primary dwelling ~~with a maximum 10-foot separation between the two buildings.~~*

(3) *Development Requirements: A single second unit is permitted on any lot which is zoned residential: R-1 (Residential Single Family) or R-3 (Low Density Multi-Family Residential) ~~or designated to permit residential uses provided the following are met:~~ and is not applicable to any other zone within the City:*

This complies with the literal language of Government Code Section 65852.2. If the Ad-Hoc Committee concurs, this can be advertised for a re-review by the Planning Commission in its approval of Resolution 2016-67 regarding new changes in state law for second units. The new state law that goes into effect January 1, 2017 prohibits jurisdictions from requiring separate service connections for City services; and prohibits

the requirement of parking requirements is excess of one space per bedroom. The NMC currently requires both of those. The other significant change is that “Second” Units are now to be referred to as Accessory Dwelling Units.

The Planning Commission recommended approval of Zone Code Amendment 2016-05 to incorporate the new state law but the City Council directed that the Ad-Hoc Committee review it first and then have it sent back to the Planning Commission (if needed) before it went to City Council for approval. In preparing for the presentation to the Ad-Hoc Committee it was determined that the City’s current Code goes beyond the state requirements for second units necessitating the re-review by the Planning Commission.

Attachments:

Exhibit “A” – Planning Commission Staff Report, Zone Code Amendment 2016-05

CITY OF NORCO STAFF REPORT

TO: Chair and Members of the Planning Commission

FROM: Planning Division

PREPARED BY: Steve King, Planning Director

DATE: November 9, 2016

SUBJECT: Zone Code Amendment 2016-05 (City of Norco): Amending Section 18.30.46 "Second Units" of the Norco Municipal Code Modifying Regulations for Second Units to Reflect new State Law.

RECOMMENDATION: Adopt Resolution 2016-67 recommending that the City Council approves Zone Code Amendment 2016-05.

SUMMARY: Zone Code Amendment 2016-05 is a proposed amendment to Section 18.30.46 (Second Units) to incorporate new state requirements from AB 2299 recently signed into law by the Governor. The new law now defines second units as "accessory dwelling units."

BACKGROUND: In its certification of the 2008-2014 Housing Element Update to the Norco General Plan the State Department of Housing and Community Development (HCD) required follow-up implementation actions by the City before the certification could be completed. HCD issued a pre-certification letter to the 2014-2021 update that listed those actions.

One of the required actions was a revision of the City's regulations for second units. Section 18.30.46 regulates second units and at the time there were two amendments needed: the first was that the approval of the second unit needed to occur at staff level and not be subject to approval by the Planning Commission. The second amendment was that the requirement that a second unit be attached to the main dwelling was seen as a constraint to the development of housing and therefore was not acceptable to HCD.

Prior to the approval of Zone Code Amendment 2013-16, Section 18.30.46 (2,3) read:

- (2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities attached to or contained within a primary single-family dwelling.
- (3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:

- (a) A Minor Site Plan is approved pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).

With the approval of ZCA 2013-16 Section 18.30.46 was changed as follows:

- (2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities that can either be attached to or contained within a primary single-family dwelling or detached from the primary dwelling with a maximum 10-foot separation between the two buildings.
- (3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
- (a) A Minor Site Plan is approved at staff level, after approval of the proposed architecture by the Architectural Review Subcommittee (ARC), pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).
- (6) Progress Report: Upon approval of a Second Unit the Planning Commission shall be provided a housing attainment progress report.
- (7) Conflict Resolution: When an applicant for a second unit and City staff are in disagreement over consistency of the proposed structure to the intent of this Section of the Code, the matter shall be resolved on appeal to the Planning Commission.

There needed to be another change included with ZCA 2013-16 wherein subset “H” of (3) “Development Requirements” (above) should have been eliminated because it is contrary to the way No. (2) “Definition” was approved (shown above). Subset H is now proposed to be eliminated with this zone code amendment (ZCA 2016-05) as follows so as to be consistent with the current definition of a second unit:

- (3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
- ~~(h) Second residential units shall not be detached, rather they must be attached along a common residential wall and not separated by a breezeway or garden wall, or contained within the walls of the primary dwelling.~~

A new state law regarding second units goes into effect on January 1, 2017. The needed changes for the NMC to be consistent are: 1) change of the term “second unit” to “accessory dwelling unit”; 2) eliminate the requirement that accessory dwelling units be required to have separate connections for water and sewer and eliminate the requirement that they be metered separately for City services; and 3) not require parking that exceeds one space per bedroom:

- (3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
- (j) ~~The second~~ An accessory dwelling unit shall be provided with parking in addition to and the same as that required for the main dwelling, pursuant to Chapter 18.38 (Off-Street Parking and Loading), except that the number of required spaces

for the accessory dwelling unit shall be equal to one space per bedroom. No variance may be filed to allow parking within the required front or side yard setbacks.

- (l) The ~~second~~ An accessory dwelling unit shall not be considered a new residential unit for purposes of calculating connection fees or capacity fees for water and sewer services and are not required to be metered separately from the primary dwelling for any City utility. No new private wastewater disposal systems shall be permitted for ~~second~~ accessory dwelling units. For ~~second~~ accessory dwelling units proposed on lots with existing septic systems, the existing septic system shall be expanded to accommodate the ~~second~~ accessory dwelling unit unless sewer service is available within 200 feet of the property line. Where sewer service is available within 200 feet of the property line, one sewer connection to serve both units shall be installed prior to the issuance of an occupancy permit for the ~~second~~ accessory dwelling unit.

These are included as part of ZCA 2016-05.

Exhibit B shows the changes in the new state law regarding second units with the changes highlighted. The NMC currently meets or exceeds these standards with the exception of the changes noted above regarding eliminating the requirement for separate water and sewer services and changing the term “second units” to “accessory dwelling units.”

Attached: ~~Resolution 2013-49~~
~~Exhibit “A” — AB 2299 Summary of Changes to State Law (Highlighted)~~

CITY OF NORCO STAFF REPORT

TO: Honorable Chair and Members of the Accessory Building Ad-Hoc Committee

PREPARED BY: Steve King, Planning Director

DATE: December 5, 2016

SUBJECT: Accessory Buildings: Permit Processing and Impact Analysis

RECOMMENDATION: Discuss and provide direction

SUMMARY: This report addresses the current information being required in the application for an Accessory Building Conditional Use Permit (CUP) and how that should change; what findings need to be made for the Planning Commission to make its decisions; and how to identify what potential impacts there could be from accessory buildings and what information needs to be requested in the application to address these concerns.

BACKGROUND: At the last Ad-Hoc Committee meeting the required findings for a CUP were discussed and it was agreed that the findings needed to be adjusted with regards to accessory buildings. The required findings from the Norco Municipal Code for approval of a CUP as have been discussed are as follows:

- 1) The requested Conditional Use Permit will not adversely affect the General Plan or the public convenience or general welfare of persons residing or working in the neighborhood thereof.
- 2) The requested use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located.
- 3) The size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area.
- 4) The traffic generated by the proposed use will not impose an undue burden upon the streets and highways in the area.

These findings were created to address commercial uses in commercial zones or uses in agricultural and residential zones that are more intense (e.g. schools, recreational facilities, governmental uses, etc.) than the typical residential and agricultural uses. The current application of CUP requirements to accessory buildings may be inconsistent with the original intent. This makes it difficult to objectively evaluate the impacts of a proposed accessory building. An accessory building is considered a residential or agricultural use of property in the residential and agricultural zones.

Agenda Item 3.B.

When the current regulations for accessory buildings were adopted the intent was to provide for a public hearing process for proposed larger accessory buildings. Prior to that, all accessory buildings were approved at staff level, regardless of size. The only existing mechanism at the time was with a CUP application. The CUP requirement was applied but only based on the size of the building, not the use. In retrospect the better approach would have been the creation of a new permit application for accessory buildings as opposed to applying CUP findings that were created for commercial or more intensive residential and agricultural uses. Accessory buildings are considered incidental uses to a typical residential or agricultural land use.

When the new accessory building regulations were adopted the CUP application was modified slightly, but most of the required information was left with the assumption that if the information requested was not applicable then it would not be part of the project analysis.

If it is the recommendation of the Ad-Hoc Committee that a new application permit be created specifically for accessory buildings then findings can be created specifically to that use. An example of these types of findings could be as follows with any changes that the Ad-Hoc Committee would recommend:

- 1) The requested Accessory Building Use Permit will not adversely affect the General Plan or zoning requirements of the zone in which the property is located. ~~the public convenience or general welfare of persons residing or working in the neighborhood thereof.~~
- 2) The requested building and use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located.
- 3) The size and shape of the site proposed for the use is adequate to allow the full development of the proposed building and use in a manner not detrimental to the particular area.
- 4) The ~~traffic generated by the proposed~~ building and use will not impose an undue burden upon the ~~streets and highways in the area~~ the potential small plot agricultural, animal-keeping and equestrian land use on the parcel in question.

If the Ad-Hoc Committee recommends a new application (that could still require a public hearing for larger accessory buildings) then a new application can be prepared listing the required information that the applicant will need to provide so that the Planning Commission can make its decisions. That required information needs to address what potential impacts can be anticipated from accessory buildings and what information the Planning Commission will need to make its decisions. The Ad-Hoc Committee needs to discern what these potential impacts could be so that appropriate information can be requested in the application.

The new application process (e.g. Accessory Building Use Permit) could have three categories based on the proposed use of the building with separate maximum allowances for the type of building, an example being:

1. Recreational vehicle/agricultural vehicle parking structure:
Maximum size allowed: 864 square feet; Maximum height allowed: 20 feet
2. Detached garage, hobby shop, workshop:
Maximum size allowed: 864 square feet; Maximum height allowed: 14 feet
3. Animal-keeping shelter:
Maximum size allowed: 225 square feet* x #AU's allowed + additional 225 square feet for every five allowed AU's for a tack and feed room; Maximum height allowed: 20 feet or as approved by the Planning Commission.

* 225 square feet is taken from "Minimum Space Standards for Confined Horses" from "A Guide: Minimum Standards of Horse Care in the State of California", Center for Equine Health, UC Davis

All accessory buildings would be subject to the graduated setback requirements for increased height that has already been discussed. The type of construction techniques and materials could also be controlled for animal-keeping shelters so that they are not easily converted for other uses. Such techniques could include:

- Open windows (no glass) and/or ventilation areas required in walls
- Non-insulated walls
- No electrical except for ceiling lights and high-mounted wall sockets
- Allow only 3-sided structures
- Only dirt floors

The needed direction from the Ad-Hoc Committee is:

1. What are the impacts from accessory buildings that need to be identified in the application for review by the Planning Commission.
2. Should there be a separate permit application for accessory buildings apart from the CUP application; and if so, what findings need to be made for the Planning Commission to be able to approve an application.
3. What are the building techniques and/or materials to be required to distinguish and maintain buildings approved as animal-keeping shelters.

Attachments:

Exhibit "A" – Conditional Use Permit (CUP) Application for Accessory Building



CITY OF NORCO

CONDITIONAL USE PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY BUILDINGS OVER 864 SQUARE FEET

REQUIRED SUBMITTALS:

- 1. Completed Uniform Application.
- 2. Completed Justification for Approval.
- 3. Ten copies of the site plan. Site plan shall include information specified on the form titled "Site Plan Check List" and shall be folded to 8½" x 11" (so that the bottom right portion of the plan shows). Floor plans, building elevations and additional site plans may be required as determined by the project planner.
- 4. One copy of 8½" x 11" reduction of plans.
- 5. Completed Environmental Information Form.
- 6. One copy of the Grant Deed or Title Report indicating legal vesting, lot description, and easements.
- 7. Public Notice Requirements:
 - a. Three sets of typed, gummed labels listing the names, addresses, and Assessor's Parcel Number of all property owners within a minimum radius of 300 feet of the exterior boundaries of the subject property (the list shall be obtained from the latest equalized assessment rolls issued by the County Assessor's Office) or within the minimum radius that is required such that a minimum of 25 property owners will be notified. Please include applicant, property owner, engineer and anyone else needing to be noticed.
 - b. Radius map drawn on Assessor's Parcel Maps indicating all property within a 300-foot radius around the subject property.
 - c. Completed Letter of Certification (certifies mailing labels were prepared correctly).
- 8. Photos of the subject property (digital format or hard copies).
- 9. Filing fees:
 - 1.5% of the total valuation of building per the current Building Code valuation rate and based on the anticipated occupancy, rounded up to the next whole dollar amount
 - Public Notice Fee: \$473



CITY OF NORCO

UNIFORM APPLICATION

File No: _____
 Related Files: _____
 Date Filed: _____
 Fees Paid: _____

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
General Plan:	Site Acreage:
Zoning:	Assessor's Parcel Number:
Description of Proposal:	

REQUESTED REVIEW:

<input type="checkbox"/> Conditional Use Permit (includes major, minor and modifications)	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Site Plan Review (includes major, minor, modifications, development phasing plan, model home sales complex, and wall and fence plan review)	<input type="checkbox"/> Variance (includes major and minor)
<input type="checkbox"/> Specific Plan Preparation/Amendment	<input type="checkbox"/> Zone Change
	<input type="checkbox"/> Other

APPLICATION CERTIFICATION:

I hereby declare that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:	Applicant:
Date:	Date:



CITY OF NORCO

CONDITIONAL USE PERMIT
JUSTIFICATION FOR APPROVAL

ANSWER THE FOLLOWING QUESTIONS IN THE SPACES PROVIDED BELOW.
ATTACH ADDITIONAL PAGES IF NECESSARY.

1. Explain how the requested conditional use permit will not adversely affect the general plan or the public convenience or the general welfare of persons residing or working in the neighborhood thereof.

2. Explain how the requested use will not adversely affect the adjoining land uses and the growth and development of the area in which it is proposed to be located.

3. Explain how the size and shape of the site proposed for the use is adequate to allow the full development of the proposed use in a manner not detrimental to the particular area.

4. Explain how the traffic generated by the proposed use will not impose an undue burden on streets and highways in the area.

FORM "I"

ENVIRONMENTAL INFORMATION FORM

(To be completed by private project applicant to assist staff in completing initial study)

DATE FILED: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project:

3. Assessor's Block and Lot Number:

4. Name, address, and telephone number of person to be contacted concerning this project:

5. Indicate number of the permit application for the project to which this form pertains:

6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

7. Existing zoning district:

8. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

9. Site size.

10. Square footage.

11. Number of floors of construction.

12. Amount of off-street parking provided.

13. Attach plans.

14. Proposed scheduling.

15. Associated projects.

16. Anticipated incremental development.

17. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents and type of household size expected.
18. If commercial, indicate the type, whether neighborhood; city-or regionally-oriented, square footage of sales area and loading facilities.
19. If industrial, indicate type, estimated employment per shift and loading facilities.
20. If industrial, indicate type, estimated employment per shift and loading facilities.
21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Change in existing features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Change in pattern, scale or character of general area of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Significant amounts of solid waste or litter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Change in dust, ash, smoke, fumes or odors in vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Substantial change in existing noise or vibration levels in the vicinity. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Site on filled land or on slope of 10 percent or more. |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Use or disposal of potentially <u>hazardous</u> materials, such as toxic substances, flammables or explosives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Substantial change in demand for municipal services (police, fire, water, sewage, etc). |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Relationship to a larger project or series of projects. |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project? |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. If you answered yes to Question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

ENVIRONMENTAL SETTING:

36. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.
37. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:	Signature:
	For:



CITY OF NORCO

PROPERTY OWNER LIST LETTER OF CERTIFICATION

I, _____, certify that on _____, the attached property owners list was prepared and that said list contains the names and addresses of all persons to whom property is assessed, as found on the latest equalized Riverside County Assessment Roll, for a distance of 300 feet from the exterior boundaries of the property indicated below or within the minimum radius that is required such that a minimum of 25 property owners will be notified:

Address (if available):

Assessor's Parcel Number(s):

I further certify that said list is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection of the subject application.

Signature:

Date:

Name:

Title Company :

Address:

Phone Number:



CITY OF NORCO

SAMPLE MAILING LABELS

MAILING LABELS SHALL BE PREPARED AS FOLLOWS:

1. Mailing labels shall be placed on 8-1/2" x 11" sheets with 33 self-adhesive labels per sheet (three columns with 11 labels per column).
2. Three sets of mailing labels are required.
3. Each label shall include the assessor parcel number, owner name and address for each parcel within 300 feet of the subject property, or within the minimum radius that is required such that a minimum of 25 property owners will be notified, as shown on the latest equalized assessment roll of the Riverside County Assessor. In addition, mailing labels shall be provided for the owner of the subject property, the applicant and for the engineer and architect for the project.

SAMPLE LABELS:

129-230-002 Mr. and Mrs. Smith 1234 Republican Ave. Santa Barbara, CA 92860
129-230-003 George Williams 123 Fourth St. Norco, CA 92860
129-241-023 Mr. and Mrs. Johnson 123 Fourth St. Norco, CA 92860

SAMPLE SHEET WITH 33 LABELS:

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CITY OF NORCO

RESIDENTIAL ACCESSORY STRUCTURE MINOR SITE PLAN/MINOR CONDITIONAL USE PERMIT SITE PLAN CHECKLIST

SITE PLANS SHALL INCLUDE ALL OF THE FOLLOWING INFORMATION (UNLESS SAID INFORMATION IS NOT APPLICABLE TO THE SUBJECT APPLICATION):

1. All plans shall display on one sheet not smaller than 11" x 17" and not to exceed 30" x 48" drawn to a scale from 1"=10' to 1"=60'. ARCHITECTURAL SCALES ARE NOT ACCEPTABLE.
2. Persons/firms responsible for project (names, addresses, and telephone numbers) such as property owners, developers, architects or engineers.
3. Site plan identification including property address, north arrow, date of preparation, property boundary lines*, dedications for public use, street center line, and right-of-way lines.
4. General slope degree and direction*, with direction of site drainage including roughly 50 feet beyond property lines showing where off-site drainage occurs*. Proposed drainage systems and any proposed change to the existing drainage pattern needs to be included.
5. Existing structures/easements on-site: a) Buildings over 120 square feet; b) Fences and walls (indicate height and type); c) Easements (indicate purpose and dimensions).
6. Existing structures (greater than 120 square feet) off-site to approximately 50 feet beyond property lines. The latest available City aerial photo printouts can be used to satisfy this requirement*.
7. Proposed buildings and structures: a) Location, dimensions, area and height; b) Building entrances and exits; c) Outdoor storage areas including trash, mechanical services, material storage, etc.; d) Locations, dimensions, height and type of screening materials of storage areas; and e) Proposed walls and fences including location, dimensions, height and materials.
8. Indicate on all proposals: lot number, dimensions, lot area (net square footage), flat pad area, pad elevation, building pads, the primary animal-keeping area (PAKA) if one exists, or the contiguous open animal area where a PAKA does not exist.
9. Proposed building setbacks and distance between buildings and structures.
10. Proposed on-site circulation pattern for vehicles, pedestrians, and equestrians (indicate location, dimensions, and directional arrows as needed).
11. Site plan summary (to appear as notes on site plan): a) Site acreage; b) Site zoning and land use (existing and proposed); c) Proposed buildings and structures (indicate type of construction, roof materials, total building and ground floor area of each building, and total building coverage (square feet and percentage)).

* The City will assist in providing whatever background site and topographical data that may be available from City files. There is no guarantee that this information exists in City files in which case the applicant would have to provide the information