

TOWN OF YUCCA VALLEY
PLANNING COMMISSION MEETING



*The Mission of the Town of Yucca Valley is to
provide a government that is responsive to the needs and
concerns of its diverse citizenry and
ensures a safe and secure environment
while maintaining the highest quality of life*

**JOINT PLANNING COMMISSION/PARKS, RECREATION
AND CULTURAL COMMISSION 6:00 PM
TUESDAY, MAY 12, 2015
YUCCA VALLEY COMMUNITY CENTER
YUCCA ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

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**PLANNING COMMISSION 6:00 p.m.
(Immediately Following the Joint Planning Commission/PRCC Meeting)
YUCCA VALLEY COMMUNITY CENTER
TUESDAY, MAY 12, 2015
YUCCA ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

PLANNING COMMISSION MEMBERS

Vickie Bridenstine, Chair
Steve Whitten, Vice Chair
Jeff Drozd, Commissioner
Jeff Evans, Commissioner
Charles McHenry, Commissioner

PARKS, RECREATION AND CULTURAL COMMISSION MEMBERS

Randy Eigner, Commissioner
Gregory Hill, Commissioner
Ed Keesling, Commissioner
Eric Quander, Commissioner
Laurine Silver, Commissioner

AGENDA

JOINT MEETING OF THE TOWN OF YUCCA VALLEY PLANNING COMMISSION AND PARKS, RECREATION AND CULTURAL COMMISSION 6:00 P.M., TUESDAY, MAY 12, 2015

The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Town Clerk's office at (760) 369-7209 at least 48 hours prior to the meeting.

An agenda packet for the meeting, and any additional documents submitted to the majority of the Planning Commission, are available for public view in the Community Development Dept. front office or the Town Hall lobby, and with respect to the staff agenda packet, on the Town's website, www.yucca-valley.org, prior to the Commission meeting. Any materials submitted to the agency after distribution of the agenda packet will be available for public review at the Community Development Dept. or Town Clerk's office during normal business hours and will be available for review at the Planning Commission meeting. For more information on an agenda item or the agenda process please contact the Town Clerk's office at 760-369-7209 ext 226.

If you wish to comment on any subject on the agenda, or any subject not on the agenda during public comments, please fill out a card and give it to the Planning Commission secretary. The Chair will recognize you at the appropriate time. Comment time is limited to 3 minutes.

(Where appropriate or deemed necessary, action may be taken on any item listed in the agenda)

CALL TO ORDER:

ROLL CALL:

- Jeff Drozd, Commissioner
- Jeff Evans, Commissioner
- Charles McHenry, Commissioner
- Steve Whitten, Vice Chair
- Vickie Bridenstine, Chair

- Randy Eigner, Commissioner
- Gregory Hill, Commissioner
- Ed Keesling, Commissioner
- Eric Quander, Commissioner
- Laurine Silver, Commissioner

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Action: Move by _____ 2nd by _____ Roll Call Vote _____

CONSENT AGENDA:

All items listed on the consent agenda are considered to be routine matters and may be enacted by one motion and a second. There will be no separate discussion of the consent agenda items unless a member of the Planning Commission or Town Staff requests discussion on specific consent calendar items at the beginning of the discussion. Public requests to comment on consent calendar items should be filed with the Planning Commission Secretary before the consent agenda is called.

PLANNING COMMISSION/PRCC

DEPARTMENT REPORTS:

1. ACTIVE TRANSPORTATION PROGRAM (ATP)

An overview of the Town's adopted plans, policies and implementation actions and available funding for the Active Transportation Program.

RECOMMENDATION: That the Commissions receive the presentation, and provide input to staff as deemed necessary based upon the presentation, available information and public participation.

Action: Move by _____ 2nd by _____ Roll Call Vote _____

2. PARADISE PARK PLAYGROUND IMPROVEMENTS

A request for authorization to prepare plans and specifications for the Paradise Park playground improvements.

RECOMMENDATION: That the Commissions approve the conceptual plans as presented and forwards that recommendation to the Town Council.

Action: Move by _____ 2nd by _____ Roll Call Vote _____

PUBLIC COMMENTS

In order to assist in the orderly and timely conduct of the meeting, the Planning Commission and the Parks, Recreation and Cultural Commission takes this time to consider your comments on items of concern, which are not on the agenda. When you are called to speak, please state your name and community of residence. Please limit your comments to three minutes or less. Inappropriate behavior, which disrupts or otherwise impedes the orderly conduct of the meeting, will result in forfeiture of your public comment privileges. The Planning Commission and the Parks Recreation and Cultural Commission are prohibited by State law from taking action or discussing items not included on the printed agenda.

ADJOURN THE JOINT PLANNING COMMISSION /PRCC MEETING

RECONVENE AS THE PLANNING COMMISSION

PLANNING COMMISSION:

PUBLIC HEARINGS

3. CONDITIONAL USE PERMIT, CUP 03-95 YUCCA VALLEY RV PARK AMENDMENT 1

A request to add an additional four spaces to an existing recreational vehicle park.

RECOMMENDATION:

Environmental Assessment, EA 02-15: That the Planning Commission finds the project to be exempt from CEQA under Section 15301 class 1 Existing Facilities and:

Conditional Use Permit, CUP 03-95 amendment 1: That the Planning Commission approves Conditional Use Permit, CUP 03-95 amendment #1, approving a total of 16 RV spaces, including spaces 1A through 15, based upon the findings contained within the staff report and the recommended conditions of approval.

Action: Move by _____ 2nd by _____ Roll Call Vote _____

DEPARTMENT REPORTS

4. DEVELOPMENT CODE INTERPRETATION

A Director referral to the Planning Commission for a Development Code interpretation of specific accessory structures.

RECOMMENDATION:

Development Code Interpretation

That the Planning Commission adopts the Resolution, finding large animal shade structures, as defined and illustrated in the Resolution, are not buildings, and therefore not included in Accessory Building inventories on residential properties.

Action: Move by _____ 2nd by _____ Roll Call Vote _____

PUBLIC COMMENTS

In order to assist in the orderly and timely conduct of the meeting, the Planning Commission takes this time to consider your comments on items of concern, which are not on the agenda. When you are called to speak, please state your name and community of residence. Please limit your comments to three minutes or less. Inappropriate behavior, which disrupts or otherwise impedes the orderly conduct of the meeting, will result in forfeiture of your public comment privileges. The Planning Commission is prohibited by State law from taking action or discussing items not included on the printed agenda.

STAFF REPORTS AND COMMENTS:

FUTURE AGENDA ITEMS:

COMMISSIONER REPORTS AND REQUESTS:

Commissioner Drozd
Commissioner Evans
Commissioner McHenry
Vice Chair Whitten
Chair Bridenstine

ANNOUNCEMENTS:

The next regular meeting of the Yucca Valley Planning Commission will be held on Tuesday, May 26, 2015

ADJOURN

**PLANNING COMMISSION STAFF REPORT
PARKS, RECREATION & CULTURAL COMMISSION STAFF REPORT**

To: Chairman & Planning Commission
Chairman & Parks, Recreation & Cultural Commission
From: Shane Stueckle, Deputy Town Manager
Alex Qishta, Project Engineer
Susan Earnest, Community Services Manager
Date: May 4, 2015
For Council Meeting: May 12, 2015

Subject: Active Transportation Program (ATP) – Cycle 2, Call For Projects
June 1, 2015 Application Deadline
Safe Routes to School Project
Recreational and Multi-Purpose Trail Projects
Trails and Bike Route Plan
General Plan Policies
Parks and Recreation Master Plan

Prior Council Review: Commissions have had no prior review of this item.

Recommendation: That the Commissions receive the presentation, and provide input to staff as deemed necessary based upon the presentation, available information and public participation.

Executive Summary: Over the past several months, the Town Council identified the need to continue with Safe Routes to School access improvement projects and requested staff to continue searching for funding sources to continue those improvement projects. The Town Council also requested an update on the Town’s recreational trails plans.

Governor Brown signed Senate Bill 99 and Assembly Bill 101 to create the Active Transportation Program (ATP) which consolidated Federal and State transportation programs. A call for projects for both Safe Routes to School, as well as recreational trails, is currently open. The submittal deadline is June 1, 2015.

The purpose of this report and presentation is to:

- Provide an overview of the Town’s adopted plans, policies and implementation actions;
- Provide an overview of available funding;

Reviewed By:	<u> </u> Town Manager	<u> </u> Town Attorney	<u> </u> Finance Manager	<u> </u> Department
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<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input checked="" type="checkbox"/> Study Session

- Identify probable highest scoring safe routes to school projects;
- Receive input and direction from the Commissions, based upon the presentation and available information, on potential grant application projects for the ATP.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question Voice Vote (Roll Call Vote)

Discussion: The current ATP call for projects concludes on June 1, 2015. The minimum request for ATP funds is \$250,000. While non-infrastructure projects are eligible for funding, staff believes infrastructure projects are the priority. Although matching funds are not required, an agency may elect to provide a match and will be awarded up to 5 additional scoring points. There is \$360 million available in this funding cycle. There is no maximum number of applications that an agency may submit. This is a highly competitive call for projects. Funding is estimated to be available by approximately July 2016.

Eligible Projects are Infrastructure Projects, Non-Infrastructure Projects, Infrastructure Projects with Non-Infrastructure Components, and Plans for a community wide Bicycle, Pedestrian, Safe Routes to School or ATP.

The program goals of the Active Transportation Program (ATP) are to:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391(Chapter 585, Statutes of 2009);
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding;
- Ensure that disadvantaged communities fully share in the benefits of the program;

- Provide a broad spectrum of projects to benefit many types of active transportation users.

The application has many components that need to be addressed and scoring is based upon both technical and non-technical information, such as the following (summarized).

- How will the project result in increased walking and bicycling to and from school? (30 points);
- How will the project reduce the number and/or rate of pedestrian and bicyclist fatalities? (25 points);
- How did the submitting agency maximize public participation for the project? (15 points);
- How will the project improve public health? (10 points);
- Does the project benefit a disadvantage community? (10 points);
- What is the cost effectiveness of the project? (5 points);
- Is the agency providing a match to be used? ((20% match to achieve full points (5 points)));
- Will the resulting project utilize a certified community conservative corps?(5 points)
- What is the agency's success and performance on past grants and deliverability of projects? (10 points).

The following schedule lists the major milestones for the development and adoption of the 2015 Active Transportation Program (ATP):

- June 1, 2015 - Project application to Caltrans (postmark date)
- September 15, 2015 – CTC Draft List
- October 22, 2015 – Final List
- July 1, 2016 – Funds Available

Potential Safe Routes to School Projects:

While staff has not had sufficient time to develop detailed project analysis, staff is

requesting public input for projects that they feel better serve our students and encourage them to walk and bike to and from schools.

Recreational and Multi-Purpose Trails:

The General Plan and Parks and Recreation Master Plan provide policy guidance for implementation and development of all trail types within the community. As with any physical infrastructure to be developed, right of way is an essential component. As a majority of the infrastructure in this community was developed between the 1950s and 1980s, the land use and infrastructure plans implemented by the County did not address or plan for recreational trail facilities. Additionally, in many cases, both right of way deficiencies and insufficient roadway widths (built infrastructure) preclude the construction of bike lanes and/or recreational trails, especially combined with the costs necessary to acquire and construct those facilities.

The opportunity for acquisition of right of way and development of bike lanes and trail facilities primarily occurs with new development activity along trail routes, in addition to having access to adequate funding sources, particularly necessary to construct linkages through the previously developed areas of the community.

Attached to this Staff Report are materials from the General Plan and the Parks and Recreation Master Plan. Staff will present various aspects of these materials at the May 12, 2015 joint meeting of the Planning Commission and Parks, Recreation & Cultural Commission, to assist in consideration of not only ATP grant application opportunities, but also in the evaluation and discussion of a recreational trail implementation program.

Alternatives: NA

Fiscal impact: The minimum ATP grant application is \$250,000. No match is required, but a match by the local agency provides additional points. It is anticipated that many agencies will provide matching funds for their projects in order to improve scoring and to illustrate project commitment.

Attachments: General Plan Information
 Park and Recreation Master Plan Information
 ATP Application Materials
 Communications Received

APPLICATION INSTRUCTIONS & GUIDANCE FOR ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 2



These instructions are expected to be used on step-by-step basis for the preparation of ATP Cycle 2 Applications. Failure to follow these instructions may result in incomplete applications, which could result in a loss of points, ineligible project elements, and/or disqualification.

APPLICATION INSTRUCTIONS & GUIDANCE

General Instructions	Page 2
Part A Instructions	Page 5
Part B Instructions	Page 12
Part C Instructions	Page 29
Additional References	Page 35

GENERAL - INSTRUCTIONS

Final Filing Date: Applications must be postmarked by June 1, 2015. **NO EXCEPTIONS**
 (All applications postmarked after this date will not be scored)

QUESTIONS CONCERNING THE APPLICATION

If you have questions on how to fill out the application, please contact your Caltrans Local Assistance ATP coordinator or District Local Assistance Engineer (DLAE). A list of the DLAEs is available at:
<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

SUBMISSION REQUIREMENTS

1. To Caltrans:

- a. **Submit five (5) hard copies: 1 original and 4 copies.** All copies shall be securely bound, e.g. spiral or comb bound (no clips, clamps, ringed binders, or rubber bands).
 - The original application must be marked "ORIGINAL COPY". All documents contained in the original application package must have original signatures.
 - The 4 copies of the application may contain photocopies of the original package (so long as the maps, photographs and other detailed exhibits are in color and/or high resolution that clearly depict of all relevant information.)
 - ❖ APPLICATIONS SHALL BE MAILED TO CALTRANS AT THE FOLLOWING ADDRESS:

CALTRANS
 Division of Local Assistance, MS 1
 Attn: Office of Active Transportation and Special Programs
 P.O. Box 942874
 Sacramento, CA 94274-0001
- b. **Submit two (2) electronic files:** Both electronic files must be submitted on a single disk or portable hard drive and must be included with the submittal of the 5 hard copies of the application. Each application shall have its own separate disk/portable drive. Applicants must adhere to the following steps to ensure the required electronic file-formats and file-contents are included in their submittal:

First Electronic File:

1. Download the "Part A" of the Cycle 2 Application from the Caltrans ATP website at:
<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>
2. Complete Part A (following the instructions outlined in this document and in the applications form) and save the file as follows:
 - Using the **original file format** of "Part A" of the Cycle 2 Application. The file-format must allow for Caltrans to extract the application data from the file. ***The file-format cannot be a scanned-copy. Applications will not be accepted, evaluated or scored without Part A of the application submitted in its original file format.***
 - Name the file with the word "PART A_" followed by the Unique Application Number: "##-Agency Name-## ". In this number, the first two "#" symbols correspond to the Caltrans District and the last two "#" symbols correspond to the agency's application number (The Unique Application Number is shown in a auto-populated box on the top of the first page of Part A of the application).

Second Electronic File:

1. Complete, printout, and obtain all required signatures for the entire application and attachments (following the instructions outlined in this document and the Application Form). Once this is complete, save the second electronic file as follows:
 - Convert the entire application into a PDF file. Applicant can have the entire document (Parts A, B and C) scanned using a color/and or high resolution copier or print application elements directly to PDF files. If the entire document does not initially save into a single PDF file, the applicant must combine the files into **one PDF file that shows all pages in the same order as the hard copies**. All relevant information included in the original application must be clearly readable in this electronic copy, including but not limited to: signatures, color-coding, and oversized documents.
 - Name this file with the word “SCANNED_” followed by the Unique Application Number: “##-Agency Name-##”. The Unique Application Number must exactly match the one used in the first electronic file discussed above.
 - ❖ NOTE: DUE TO THE LARGE NUMBER OF EXPECTED APPLICATIONS AND SUBMISSION SIZE, NO E-MAIL SUBMISSIONS WILL BE ACCEPTED.
2. **To Regional Transportation Planning Agency (RTPA) or County Transportation Commission:**
 - a. The California Transportation Commission – Guidelines for ATP require that the applicant submit an additional application copy to the Regional Transportation Planning Agency (RTPA) or County Transportation Commission and to the Metropolitan Planning Organization (MPO) within which the project is located by the final filing date. (An MPO contact list can be found at www.dot.ca.gov/hq/tpp/offices/orip/) The copy may be hard copy or electronic – check with your regional agency and/or county commission for their preference.

GENERAL ATP GUIDANCE

Prior to filling out the application, applicants are encouraged to review the information and guidance provided on the CTC and Caltrans ATP websites at:

- CTC Website: <http://www.catc.ca.gov/programs/ATP.htm>
- Caltrans Website: <http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>

Applicants must download the “Part A” (PDF “fillable” form) and “Part B & C” (Microsoft Word form) elements of the application-form from the Division of Local Assistance ATP website at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>. Applicants must prepare their electronic and hard-copy applications as defined in these instructions above.

Part A of the application form must be completed on a computer with Adobe Acrobat Reader 8.0 or later. Adobe Reader 8.0 can be downloaded for free at: <https://get.adobe.com/reader/>

Applicants are encouraged to read the entire Application Instructions and Guidance before attempting to prepare and submit the application. Applicants are expected to utilize and follow these instructions in a step-by-step process as they complete their application(s). Completing an application without adhering to these instructions may result in an incomplete application or an application with fatal flaws that will be excluded from the ranking and selection process. If an applicant has questions relating to their application, they should seek assistance from their Caltrans DLAE before submitting their application.

APPLICATION ORGANIZATION**The hard copies of each application must be submitted using the following format:**

- Part A: After all project data is entered into “Part A”, a printout must be included
- Part B: After all the Screening Criteria and Narrative answers are entered into “Part B”, a printout must be included.
- Part C: Applicants are expected to build “Part C” of their application as needed based on the attachments to be included in their application. Part C must begin with the List of Application Attachments page. All attachments must be in the order designated in these instructions, including the “Signature Page” as Attachment A.

❖ “Step-by-Step” instructions are included for each of these sections of the application.

Using a Cover Sheet is not allowed: Applications shall not include a cover sheet to assist with application consistency, reviewing and filing.

Using TABS in the application: All applications must provide separation “tabs” in the hard-copies of the applications to identify the beginning location of each of the following application sections: Part A, Part B, Part C and each separate Attachment under Part C.

Headers: The project unique application number shall be included in the header of each page.

Footers: All pages of the application shall include page numbers in the footer section of the page. Attachments should either be numbered in the lower right hand corner or each page of the attachment should show the attachment letter (e.g. Attachment A).

Paper Size and formatting: In general, the hard-copies of the applications are to be on 8 ½” x 11” paper, single-sided, line spacing at 1.5, with minimum of 12 point font. Attachments are not required to be 8 ½” x 11”. If attachments are larger than a standard page, they should be folded to 8 ½” x 11”.

PART A - INSTRUCTIONS “General Project Information”

AUTO-FILL INFORMATION:

The first page of the application starts with two locked input fields that are auto-populated as the application is completed. As stated above in the “Submission Requirement”, applicants are required to use this exact “Project Unique Application No.” for their electronic file names.

IMPLEMENTING AGENCY AND PARTNERING AGENCY:

Implementing Agency: This agency must enter into a Master Agreement (MA) with Caltrans and will be responsible for all requirements under the MA, including but not limited to, the use and expenditure of the program funds, delivery of the project within all pertinent Federal and State funding requirements and future operational and maintenance needs. (i.e. city, county, tribal government, public health department, transit agency, school district, natural resources agency, public lands agency, Metropolitan Planning Organization (MPO), or Regional Transit Planning Agency (RTPA).)

Note: Private nonprofit tax exempt organizations may apply for eligible Recreational Trails Projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors trails. The project must benefit the general public and not only a private entity. For all other project types, private nonprofit organizations may ONLY take on the role of Partnering Agency, as described below.

Throughout the ATP application and application instructions, “Applicant” may be used to refer to the “Implementing Agency.”

Enter the name, address and contact information for the Implementing Agency. For consistent naming conventions between cities and counties; Counties are expected to include “County” at the end of their name (e.g. Sacramento County) and cities should just enter their name (e.g. Sacramento).

Partnering Agency: Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. **In addition, entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project. For these projects and partnering agencies, the partner is not required to sign application on the signature page.**

If another entity (different from the Implementing Agency) agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation. **For these projects, the Partnering Agency responsible for the operation and maintenance of the completed projects must sign the application (Attachment A) and provide contact information in Part A.**

This partnering role is **not** required for ATP projects/applications and no points will be allocated on the basis of projects identifying a Project Partnering Agency.

The Partnering Agency will **not** enter into a Master Agreement with Caltrans and will **not** be financially and contractually responsible.

If there is a Partnering Agency for the project, as defined above, enter the name, address and contact information for the Partnering Agency.

MASTER AGREEMENTS (MAs):

Successful applicants must be able to meet the requirements of and enter into a Master Agreement (MA) with Caltrans if their application is awarded funding. Caltrans encourages applicants to submit their applications through Implementing Agencies with existing approved MAs. Agencies that do not currently have a MA with Caltrans must be able to enter into an MA with Caltrans prior to funds allocation.

For more information on the requirements to enter into a Master Agreement with Caltrans visit the links listed below:

General policies and procedures are discussed in the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 4 at: http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch04-2011-04-08.pdf. A sample Master Agreement is also located at this site.

Information concerning the auditing and accounting requirements can be found at: <http://www.dot.ca.gov/hq/audits/documents/auditbrochure.pdf>

For those agencies that are not familiar with the local Federal Aid process, Caltrans strongly encourages seeking an “Implementing Agency” such as a City, County, or regional transportation agency to act as the applicant for their application. These agencies should note: The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could result in a failure to meet the CTC Allocation timeline requirements and the loss of ATP funding.

The application must confirm if the Implementing Agency currently has a MA and if so, must include the Federal and/or State MA number.

PROJECT NAME, DISRIPTION, AND OTHER GENERAL INFORMATION:

Project Name: Enter a very brief project name. If funded, this name will be used in the CTC project listing.

Good Example: City of Lakeside – Grand Avenue Bike Route Improvements

Bad Example: Bike Route Improvements

Application Number: For tracking purposes, Caltrans needs every application to have a statewide unique application ID number. An element of this larger number is requiring applicants assign a numerical number to each of their applications (1, 2, 3, etc). Applicants must ensure that each of their applications has a different application number. **These numbers will not be considered to have any correlation to the agency’s priority of the project.**

Project Description: Enter a brief project description – no more than 250 characters. The project description should convey the types of work and/or the major elements that are proposed – without going into details like construction quantities. If the application is an infrastructure project that is only requesting preconstruction (PA&ED, P5&E and/or ROW) funds, this must be stated in the Project Description. If funded, this description will be used in the FSTIP programming document.

Example: “Install Rectangular Rapid Flashing Beacons, pavement markings and signing” or “PS&E and ROW funding for the eventual construction of curb, gutter, sidewalk, and curb ramps”

Project Location: Enter a brief project location – no more than 250 characters. The project location should convey the road names, intersection cross street names, and/or geographical references of where the project is located – without defining the limits of work in terms of “feet” offsets. For projects with multiple locations, it may be appropriate to list each location or simply state “Various locations . . .” If funded, this location will be used in the FSTIP programming document.

Example: “On Elm St. between Oak Ave. and Cherry Blvd.” or “The intersection of Elm St. with Oak Ave.” or “Various locations along Oak Ave” or “Various locations throughout the County.”

Encroachments on the State right-of-way: If the applicant’s project proposes improvements within a freeway or state highway right-of-way, whether it affects the safety or operations of the facility or not, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached or the signature of the traffic manager be secured in the application. The Caltrans letter and/or signature does not imply approval of the project, but merely acknowledges that Caltrans District staff is aware of the proposed project, and that, upon initial review, the project appears to be acceptable.

These applications must also include narrative text and maps clearly defining the proposed encroachments on state right-of-way. These maps (in their final form) and text must be available to the Caltrans District staff at the time of their review prior to the submittal of the application.

Project Coordinates: All applications are required to include one set of GPS latitude and longitude coordinates for the approximate central location of the project. These coordinates are expected to be used on a statewide basis (i.e. a statewide heat-map showing number of projects). *For further assistance search online for “Get the coordinates of a location”*. The numbers should be entered in decimal degrees. Negative latitude numbers means “South” and negative longitude numbers means “West”

Congressional and State Districts: For reporting purposes, all applications are required to include each of the Congressional, State Senate and State Assembly Districts where the project work is taking place. If more than 3 districts are impacted, only list the 3 where the majority of the work will occur.

Caltrans District: Use the drop down menu to select the Caltrans district in which the project will occur. If more than one district is impacted, select the district where the majority of the work will occur. See <http://www.dot.ca.gov/localoffice.htm> to determine which district your project is in.

County: Enter the county in which the project will occur. If the project covers multiple counties, select the county where the majority of the work will occur.

MPO/RTPA: Input the MPO (Metropolitan Planning Organization) that will be involved with the programming of the project in the FTIP. Input “Caltrans” for Small Urban and Rural projects. For information about MPOs, visit http://www.dot.ca.gov/hq/transprog/federal/mpo_ftip_links.htm.

RTPA: From the drop down menu select the RTPA in which the project occurs.

Urbanized Zone Area (UZA) Population: From the drop down menu select the population size of the community in which the project occurs.

ADDITIONAL PROJECT GENERAL DETAILS:

The information in this section of the application **must exactly match** the information in the corresponding Narrative Questions in Part B of the applicant. *This information is included in Part A of the application so it can be extracted and included in future Caltrans and CTC databases.*

ESTIMATION OF ACTIVE TRANSPORTATION USERS

This information must match the information provide in Narrative Question Number 1.

BICYCLE AND/OR PEDESTRIAN INFRASTRUCTURE

This information must match the information provide in Narrative Question Number 1.

DISADVANTAGED COMMUNITIES

This information must match the information provide in Narrative Question Number 5.

CORPS

This information must match the information provide in Narrative Question Number 8.

Answering “Yes” means the project includes scope elements that the Corps can participate in **AND** the applicant intends to utilize them.

PROJECT TYPE:

The ATP encompasses three distinct project types: Infrastructure (I), Non-Infrastructure (NI) and Plans. These projects types are defined in the CTC Guidelines in Chapter 11. The CTC Guidelines can be found at: <http://www.catc.ca.gov/programs/ATP.htm>

- **Infrastructure (I):** See the CTC Guidelines referenced above.
- **Non-Infrastructure (NI):** See the CTC Guidelines referenced above. Non-Infrastructure projects and/or project components are eligible for all ATP applications and are not limited to those only benefiting school students. **The ATP program will focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts.** The ATP program funds are not intended to fund ongoing program operations. Non-infrastructure project applications must include a workplan (Form 22-R) with distinct tasks and deliverables that define the scope of the project. This information will be utilized in the evaluation process. See Part C for more information on Form 22-R.
- **Combination (I/NI):** Projects that include Infrastructure and Non-Infrastructure elements.
- ❖ **Note:** *In this section of Part A, applicants are expected to identify which of the above three project classifications represents their proposed project. In making this selection, applicants for ‘Plans’ are to select ‘Non-Infrastructure’*

Plans: All Active Transportation Plan projects must be within and for the express benefit of a disadvantaged community. The expectations and requirements of Active Transportation Plans are defined in the CTC Guidelines in Sections 7 and 13-E. An active transportation plan must include, but not limited to, the components listed in Section 13-E of the CTC guidelines or explain why the component is *not* applicable.

Agencies must also document all of the existing plans they have previously approved relating to active modes of transportation.

PROJECT SUB-TYPE:

All Projects: Projects need to define the ‘rough approximation’ for the percentage of the **project-costs** that is Bicycle Transportation focused and Pedestrian Transportation focused – with the total percentage usually equaling 100%. Projects where all elements of the scope **ONLY** benefit one mode (either bicycle or pedestrian) of transportation should mark the appropriate box and input

100% for that mode. Projects with elements of the scope that benefit both bicycle and pedestrian modes of transportation should mark both boxes.

Safe Routes to School Projects: (Only safe routes to school projects should fill out this section.) Projects that only benefit one school should provide all requested school-related information requested in Part A. If the project involves more than one school: 1) Insert “Multiple Schools” in the School Name, School Address, and distance from school fields; 2) Fill in the student information based on the total project; and 3) Include an attachment to the application which clearly summarizes the school information, the school official signature, and person to contact for each school. The following are additional instructions for Safe Routes to School projects:

- School Information: enter the Full School name(s) and Address(s) for the school(s) that will benefit from the project.
- School District Information: enter the School District Name(s) and School District Address(s) for the schools.
- The ‘distance’ from school should be inputted in terms of ‘miles’ to the nearest tenth.

Trails (Recreational and Multi-Purpose Trails): (Only trails projects should fill out this section.) Trails Projects constructing multi-purpose trails and are generally eligible in the Active Transportation Program. (See the CTC guidelines for more information.) If the applicant believes all or part of their project meets the federal requirements of the Recreational Trails Program they are encouraged to seek a determination from the California Department of Parks and Recreation on the eligibility of their project to compete for this funding. This is optional, but recommended because some trails projects may compete well under this program. The federal requirements can be found at:

http://www.fhwa.dot.gov/environment/recreational_trails/

NOTE: Recreational Trails funded projects are the only ATP project type that Non-Profit agencies may apply for as an implementing agency.

The estimations shown in this section are expected to be rough approximations.

Applicants intending to pursue “Recreational Trails Program funding” must submit the information noted below to the California Department of Parks and Recreation prior to the ATP application submissions deadline. The following information must be included in the submittal:

- ❖ Project Name, Project Scope, Location Map, Cost Estimate, & Photos

The submittal must be addressed to:

To: California Department of Parks and Recreation
Attention: Richard Rendón
Office of Grants and Local Services
1416 9th Street
Sacramento, CA 95814

PROJECT STATUS and EXPECTED DELIVERY SCHEDULE:

This section of the application documents the current delivery phase of a project and the applicant’s proposed schedule for the project, including proposed CTC allocation dates.

For each of the standard project “Milestones”, applicants need to enter either the date the milestone was completed (for all milestones already complete prior to submitting the application) or the date the applicant anticipates completing the milestone. Applicants should enter “N/A” for all CTC allocations that will not be requested as part of the project.

The agency is responsible for including all standard project delivery timeframes for the development and completion of the project, including but not limited to: Program Supplemental Agreement, CTC Allocations, FHWA E76 Approvals, and Caltrans processing of delivery documentation and approvals, consultant selection, environmental studies, right-of-way certification. Agencies not familiar with the federal and state delivery requirements are strongly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual (LAPM) at <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm> or contact their Caltrans DLAE for assistance.

When completing the expected delivery schedule remember the following special instructions:

- Per CTC Guidelines, all project applications must be submitted with the expectation of receiving federal funding. Therefore, all project schedules must account for the extra time needed for federal project delivery requirements and approvals, including but not limited to: a 2 month duration between each CTC allocation and FHWA Authorization; federal contracting requirements; federal environmental requirements (NEPA); federal right-of-way condemnation process; and the fact that all milestones after CEQA Environmental Clearance must occur after the NEPA Environmental Clearance date.
- If the "Implementing Agency" designated in the beginning of this application does not have an existing federal Master Agreement (MA) with Caltrans, this schedule must include an additional 9 to 12 months to execute the MA prior to their first CTC allocation.
- The agency is responsible for meeting all CTC delivery requirements or their ATP funding will be forfeited. Caltrans will be reviewing the schedule during the 'deliverability evaluation' of the application as part of Narrative Question number 9 in Part B of this application.
- For projects consisting of entirely non-infrastructure elements, not all of the milestones will be required. These NI projects only have to provide dates for the milestones identified with a " * ".
- All Infrastructure projects require an environmental certification and Right-of-way (ROW) certification. The efforts may be minimal but the time and milestone need to be accounted for in the schedule and PPR.
- All CTC Allocation dates need to fall within the available ATP programming years for this call for projects, which are: 16/17, 17/18, and 18/19
- If you are unsure about the amount of time Caltrans will take to issue these documents, you should contact your DLAE for assistance.

PROJECT FUNDING:

Per the ATP Guidelines, the minimum request for ATP funds is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, Recreational Trails projects, or Plans.

All funding amounts in these sections of the application are expected to be for all phases of the project and are to be shown in thousands of dollars (e.g. a one million dollar project would be shown as \$1,000)

The applicant must ensure that the funding shown in this section **EXACTLY** matches the funding shown in the ATP Project Programming Request (ATP-PPR). The PPR must be included in Part C of the application as Attachment B.

For infrastructure projects, the applicant must ensure they are following the LAPM relating to Preliminary Engineer and Construction Engineer levels in relation to the total construction costs (25% and 15% respectively)

ATP funds being requested this cycle: Applicants are required to document the ATP funding needed for each phase of their project.

Local funds leveraging or matching the ATP funds: Per CTC Guidelines, local matching funds are not required for any ATP Cycle 2 projects, but local leveraging funds are strongly encouraged. For local funding to be considered leveraging, it must be for ATP eligible activities and costs. (i.e. Local funding going towards paying the landscaping costs over the maximum % set by the Caltrans ATP guidelines cannot be considered leveraging funds)

The federal programming of projects, where the agency shows no match, will utilize toll credits, state funds, and/or another mechanism to do cover the federal match requirement. To assist with the streamlining the programming of new ATP projects, Caltrans encourages agencies proposing leveraging funds on their project to apply the match (leveraging funds) to the project in a way that each federal-phase of will have a match greater than 11.47% - or – no match at all (this is not a requirement).

Additional Local funds that are ‘non-participating’ for ATP: These are local funds required to complete the overall project, but not are eligible for ATP funding based on the CTC and Caltrans guidelines.

TOTAL PROJECT FUNDS: This must represent the total funding required to complete all activities and improvements of all phases of the project. This amount is the sum of the three preceding numbers.

ATP - FUNDING TYPE REQUESTED:

Per the CTC Guidelines, All ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding, however, some projects may be granted State-only funding (SOF) for all or part of the project. This section of the application provides the applicant the opportunity to explain why they believe their project (if funded) requires a specific type(s) of ATP funding or document why they believe their project is a good candidate to receive a specific type of funding.

All applicants requesting State Only Funding must attach an “Exhibit 22-f.” Exhibit 22-f can be found on the Caltrans ATP website with the application attachments for Cycle 2.

All applicants requesting special funding must briefly explain their reason(s) in 250 characters or less. If they feel a longer explanation is needed, they can attach their explanation in Part C – Attachment K and include a reference to this attachment in the box provided in Part A.

ATP PROJECT PROGRAMMING REQUEST (PPR): In addition to the project funding information provided in Part A of the application, all applicants must complete the ATP Project Programming Request form and include it in Part C as Attachment B. More information and guidance on the completion and submittal of this form is located in this document under Part C – Attachment B. Failure to follow these instructions and complete and submit the form as required may result in disqualification of the application.

PART B - INSTRUCTIONS AND GUIDANCE

GENERAL GUIDANCE FOR PART B

All applications are required to include a “Part B: Narrative Questions”. Part B is to be combined with Part A and C to make a complete ATP-Cycle 2 Application.

It is the applicant’s responsibility to ensure all information included in each part of the application is fully consistent with the corresponding sections in the other parts. Failure to provide consistent data may result in a lower score/ranking, a lower level of ATP funding, or disqualification.

All applications must respond to all questions in the order in which they appear.

The instructions for Part B are included in two places:

- o They are included in this document (below), and
- o They are included in a separate document that only includes instructions & guidance for Part B

The intent is that applicants can utilize either format based on their personal preference.

Applicants must adjust the header of their application form to show the correct unique application Number – as shown in Part A.

TABLE OF CONTENTS

A table of contents for Part B must be included in the application as the first page of Part B. A draft Table of Contents page is included in the Application Form and is expected to be updated by the applicant.

SPECIAL INSTRUCTIONS FOR THE NARRATIVE QUESTIONS AND SCREENING CRITERIA

Applicants are expected to give special attention to the following overall instructions and guidance for Part B:

1. Applicants are encouraged to answer the questions as concisely as possible.
2. Answers to all Screening Criteria and Narrative Questions in Part B are limited to a total of 5,000 words or less, not including text already provided
 - o Including the preset-text of the Narrative Questions, page-titles, and Headers/Footers; the total word count of the application form that contains Part B, shall not exceed **7,000** words.
 - o The applicants of combined I and NI projects will be given an extra 2000 words for Part B of their applications (**9,000** words maximum) to allow for the combined I and NI responses.
3. Combined Infrastructure (I) and Non-Infrastructure (NI) projects: For I projects with NI components, the answers to each of the questions/sub-questions should clearly document the I & NI components of the projects.
4. In addition to the text in the Part B narrative answers, applicants are encouraged to include maps in Part B directly in each sub-question, as requested in the question-instructions. Applicants are also encouraged to include 1 or 2 photographs in the text of each narrative sub-question as appropriate.
5. If applicants desire to provide additional supporting maps, photographs, and excerpts from relevant documents/reports in the appropriate Part C Attachment as needed. Each attachment should be clearly referenced in the narrative answers. Full copies of supporting documents and reports should not be included. Provide only the relevant page(s) of larger documents and highlight/underline the applicable information.

6. Applicants shall ensure their representation of their proposed project's purpose, goals, improvements, and/or impacts are reasonable and probable.
7. The answers to the Narrative Questions must be consistent with and fully support the project's scope, cost, and schedule as shown project plans, estimate and PPR.

SCREENING CRITERIA

The California Transportation Commission – Guidelines for the Active Transportation Program require applications for projects to meet two screening criteria. These criteria and corresponding instructions and guidance are as follows (*Note: Each Screening Criteria is shown in black text followed by the corresponding instructions and guidance shown in red text*):

NOTE: Caltrans and/or the CTC will score this question separately. Evaluators/reviewers will not score this question

1. Demonstrated fiscal needs of the applicant:

- *Applicant must explain the fiscal need for ATP funds for this project. If the project is fully funded prior to ATP funding award then the project is not eligible to compete for ATP funding. Subvention of funds is not permitted.*
- *Applicants must explain any elements of the proposed project that are directly or indirectly related to past or future environmental mitigation resulting from a separate development or capital improvement project. If the project is or can be considered environmental mitigation resulting from a development or capital improvement project, then project is not eligible to compete for ATP funding.*

2. Consistency with Regional Plan.

- *All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.*
- *Applicant must provide that portion of Regional Transportation Plan showing that the proposed project is consistent (site and attach the specific relevant pages). The copied and highlighted portion of the Plan will need to be attached to the application in "Part C - Attachments". Projects not providing proof will be disqualified and not be evaluated.*

In addition to the 2 screening criteria defined in the CTC guidelines, Caltrans will also be screening the applications to ensure they are complete, have fully-eligible scopes of work, are consistent with the CTC and Caltrans Guidelines, and are deliverable and constructible. Where inconsistencies are found (i.e. ineligible items/costs), Caltrans will document and make recommendations to the CTC relating to the removal of ineligible project costs or projects prior to final selection and programming of the Statewide ATP projects. In addition, Caltrans will present their recommendations to the corresponding MPO for their consideration and action prior to their selection and programming of their projects. At a minimum, the following application elements are expected to be confirmed by Caltrans:

- All applications submitted must follow the CTC Guidelines and must be completed using the latest version of the Caltrans ATP application, the application instructions, and Chapter 22 of the Local Assistance Program Guidelines. All applications must include all required attachments and signatures as required by these guidance documents.
- Application must demonstrate that the primary purpose of the project matches the defined purpose of the Active Transportation Program of "encouraging increased use of active modes of transportation, such as biking and walking." Applications that appear to have a primary focus on

- vehicular capacity increases, vehicular operational improvements, urban forestry, or environmental mitigation will be identified.
- The scope of work shown in the application must be eligible and be constructible per accepted design standards; the LAPM Chapter 11, NACTO design guidance, or approved design exceptions.
 - A Civil Engineer must sign and stamp the application for all infrastructure projects per the CTC's PSR-equivalent requirements. See Attachment C.
 - Applications must demonstrate they meet the NI eligibility guidelines. See additional instructions under Form 22-R NI Workplan. See Attachment H.

NARRATIVE QUESTIONS

The California Transportation Commission – Guidelines for the Active Transportation Program identify Narrative Questions that each application is expected to answer and the overall scoring points that each question shall be worth. These represent the nine (9) Narrative Questions in Part B of the application.

(NOTE: The following section of this document consists of each Narrative Question and sub-questions shown in black text followed by the corresponding instructions and guidance shown in red text):

QUESTION #1

POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-30 POINTS)

A. Describe the following:

-Current and projected types and numbers/rates of users. (12 points max.)

Document how the user types are broken down between: students, bikes, pedestrians, commuters, recreational users, seniors, etc.

Quantify how many bicyclists and pedestrians currently use the project/plan area/corridor. Include data source, data collection methods, and year of data collection. Recent bicycle and pedestrian counts collected in the field are preferred. The Federal Highway Administration (FHWA) 2013 Traffic Monitoring Guide, the NCHRP Report No. 797, Guidebook on Pedestrian and Bicycle Volume Data Collection, and the NCHRP Report No. 770, Estimating Bicycling and Walking for Planning and Project Development: A Guidebook all have details on bicycle and pedestrian count methodologies listed at the following links respectively:

- http://www.fhwa.dot.gov/policyinformation/tmguide/tmq_2013/traffic-monitoring-for-non-motorized.cfm
- <http://www.trb.org/PedestriansAndBicyclists/Blurbs/171973.aspx>
- http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_770.pdf

Discuss how many bicyclists and pedestrians are expected to use the project/plan area/corridor or participate in the program after completion or implementation. Describe methodology for determining future use. Stated preference surveys, estimates based on before-after data from comparable local projects or programs, and other project-specific estimates are preferred. Must include methodology for timeframe use for the future estimates (Use a 5 year timeframe for future estimates or provide detailed methodology for a different time horizon.)

The U.S. Census American Community Survey has information on made share to work. The website is: <https://www.census.gov/acs/www/>

For Safe Routes to School projects and programs: 1) The total student enrollment and participation rate in the program, 2) Estimated # of students living within reasonable walking/bicycling distance from school or along the route proposed for improvement (for infrastructure projects), 3) Percentage of students that currently walk or bike to school if known, 4) Projected percent of students that will walk or bike to school following project completion or program implementation.

Non-infrastructure programs should have a sound plan for increasing and documenting active transportation mode share. Where possible, programs should document past successes of similar programs.

Points will be awarded based on the types and expected increase in number/rates of users resulting from the project. Points will be applied on a holistic basis as opposed to specific numbers/rates.

- B. Describe how the project links or connects, or encourages use of existing routes (for non-infrastructure applications) to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations via:**
(12 points max.)

- a. creation of new routes
- b. removal of barrier to mobility
- c. closure of gaps
- d. other improvements to routes
- e. educates or encourages use of existing routes

Infrastructure and Plans

List the destinations that will be served by this project/program/plan, and provide a general measure of size for each destination. Include a scaled-map that clearly shows the limits of the project's improvements, existing barriers/gaps, each of the activity centers, existing bicycle/pedestrian infrastructure within the projects' active transportation routes, and the expected routes to be improved/created, and how the barriers/gaps will be effectively addressed.

Describe how the plan will improve walking and bicycling routes to and from employment, schools, transit, public buildings, parks, high-density residential areas. Plans should have a systematic method for identifying and prioritizing walking/bicycling routes to and from these activity centers.

Be specific when describing how each element of your project/program/plan will contribute to the encouragement of users to walk and bike. As appropriate, describe how the comfort level will be increased amongst potential users.

As needed, document the methodologies used to calculate the reasonable project service area if the project assumes walking distances over ½ mile and biking distances over 3 miles.

Non-infrastructure

Describe how the program identifies and promotes walking and bicycling to and from activity centers such as employment, schools, transit, public buildings, parks, and residential areas. Include references to the tasks, activities and deliverables documented Non-Infrastructure workplan (Form 22-R). See Part C for more information on Form 22-R.

Points will be awarded based on the overall effectiveness of the project or method of the plan for the community with regard to improving links, removing barriers, encouraging increase use, and connecting to transportation-related and community identified destinations.

- C. Referencing the answers to A and B above, describe how the proposed project represents one of the Implementing Agencies (and/or project Partnering Agency's) highest unfunded non-motorized active transportation priorities. (6 points max.)**

When the project's Partnering Agency is not the Implementing Agency, the relative priority of the project can be described in terms of the project Partnering Agency's priorities with references to larger regional transportation priorities as appropriate.

Infrastructure: Be specific when describing how the project represents one of the agency's highest active transportation priorities relating to encouraging increased use of active modes of transportation. Provide project-specific ties to the agency's and regional planning documents.

Plans: Describe purpose, need, and goals of developing a plan. If applicable, how does the proposed plan relate to other adapted plans? Plan should build on past planning efforts, and not duplicate efforts conducted by the applicant or other entities.

Non-infrastructure Programs: Describe purpose, need, and goals of implementing the program. How does the proposed program relate to other prior or ongoing programs implemented by the applicant or other entities? Program should build on prior programs, and not duplicate efforts conducted by the applicant or other entities.

As appropriate, include a letter of support from the RTPA and/or MPO which documents their understanding of the project's relative ATP-priority.

Points will be awarded based on demonstrating the project's potential role for the agency in achieving its goal for "encouraging increased use of active modes of transportation, such as walking or biking". More points will be given to projects deemed to be a key element of an agency's active transportation plan element or goal.

QUESTION #2

POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

- A. Describe the plan/program influence area or project location's history of collisions resulting in fatalities and injuries to non-motorized users and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)**

Specific counts must be provided in an easily understood format. Collision/incident descriptions, date of collision/incident, severity of injuries and victim type (pedestrian/bicyclist) should be provided. The most recent 5 years of data should be provided (if other than 5 years of data or not the most recent data is used, applicant must explain their reasoning). Some possible sources for safety data can be found at:

- Local Agency Crash Database
- Statewide Integrated Traffic Record System (SWITERS):

<http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp>

- UC Berkley SafeTREC Transportation Injury Mapping System (TIMS):

<http://tims.berkeley.edu/>

Note: TIMS has detailed crash data preformatted and tied to individual schools.

Agencies pursuing Safe Routes to School projects are encouraged to consider this data.

In addition to the number of crashes, applicants have the option to present their collision history in the form of "rates" to better convey the exposure/risk to potential non-motorized users. If a discussion on "rates" is included, the applicant must provide their methodology for how the rates are defined and how their project-rates compare to other rates across the state, region and/or neighboring areas.

Plans should have a systematic method for identifying safety hazards, including, but not limited to collision history, field observations, collaboration with community members, police reports, and/or academic research.

When plan/program influence area or project locations do not have a significant number of past crashes or access to collision reports and other formal crash data, then community observations, community surveys, community audits, research reports, photos, and other data can be documented to help describe the safety needs within the project limits.

A scaled-map must be included which shows that all document collisions/incidents are within the area of influence of the proposed plan, program, or project safety improvements.

This data and map should demonstrate how the data illustrates a non-motorized vs. vehicular safety issue and illustrate a roadway 'crossing' vs. roadway 'segment' issue.

If the facility/route is new and there is no past crash and safety data available within the limits of the proposed improvements, the applicant should consider the potential for the project to eliminate or reduce existing conflict points on parallel routes. Crash data from parallel routes can be included where the new facility/route can be reasonably expected to reduce the likelihood of past crashes from reoccurring. The overall applicant data provided in the Narrative Questions and various attachments must support the use of parallel crash data.

Points will be awarded based on overall quality of data provided, clear demonstration that the crash and safety data are related to non-motorized travel and within the safety-influence area of the proposed project improvements, plan area, or program influence area, and the clear demonstration that the project area represents a high risk area for non-motorized users.

B. Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities; including but not limited to the following possible areas:

(15 points max.)

- Reduces speed or volume of motor vehicles in the proximity of non-motorized users.
- Improves sight distance and visibility between motorized and non-motorized users.
- Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users.
- Improves compliance with local traffic laws for both motorized and non-motorized users.
- Addresses inadequate traffic control devices.
- Eliminates or reduces behaviors that lead to collisions involving non-motorized users.
- Addresses inadequate or unsafe traffic control devices, bicycle facilities, trails, crosswalks and/or sidewalks.

As appropriate, applicants should use a map to show how these hazards relate to the crashes documented in sub-questions "A". The map from sub-question "A" can be used or a new map can be created.

Infrastructure and Plans

Describe how the project has identified and how it will address the major hazards. Describe how the project, plan, or program will address the past; and likelihood for future bicyclist and pedestrian injuries and fatalities. Discuss what alternative measures were considered to address the safety hazards, and why was the project the preferred alternative.

For plans, describe how the plan will identify and plan to address hazards identified in the plan area, including the potential for mitigating safety hazards as a prioritization criterion, and/or including countermeasures that address safety hazards.

Projects should include countermeasures to address specific collision types occurring at the location. Plans and programs should address a) specific types of collisions reported in the plan/program location and/or b) common types of collisions identified through academic research. Applicants are encouraged to include the results from any studies completed that use the past crashes, proposed countermeasures, and expected crash reduction factors to calculate the expected overall safety benefit for a project.

These are federally-approved guides that compile information on safety countermeasures and represent latest research and best practices

Applicants should discuss the safety countermeasures utilized by the project. More information and examples of safety countermeasures and how to select the appropriate countermeasure, including low-cost countermeasures, applicants are encouraged to review one or more of the following national, state, or regional safety websites:

- *FHWA website provides guidance and design information on countermeasures::*
 - http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_flexibility.cfm
 - http://safety.fhwa.dot.gov/ped_bike/
 - <http://www.pedbikesafe.org/PEDSAFE/>
 - <http://www.pedbikesafe.org/BIKESAFE/>
- *Caltrans' Local Highway Safety Improvement Program has detailed guidance on how to identify and use appropriate countermeasures, including the Local Roadway Safety Manual. It can be found at:* http://www.dot.ca.gov/hq/LocalPrograms/HSIP/prepare_now.htm
- *The Metropolitan Transportation Commission has a list of crash types and countermeasures in their Safety Toolbox which may be helpful. It can be found at:* <http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm>

Non-infrastructure

Describe how the program educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists. Describe how the program encourages this safe behavior. If available, include documentation of effectiveness of similar programs in encouraging safe behavior.

Include, if applicable, a map identifying safety hazards and/or photos of safety hazards. Programs should address safety hazards that have been identified through police reports, collision history, field observations, and/or other verifiable source.

Points will be awarded for plans/programs/projects based on the magnitude and number of existing hazards, and the far plans/programs/projects' expected relative-effectiveness in eliminating the identified hazards

QUESTION #3

PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- NOTE: Applicants applying for the disadvantaged community set aside must clearly articulate how stakeholders from the disadvantaged communities were engaged. Failure to respond to the below questions with specific details about stakeholders from disadvantaged communities will result in lost points.

Describe the community based public participation process that culminated in the project/program proposal or will be utilized as part of the development of a plan.

A. Who: Describe who was engaged in the identification and development of this project/program/plan (for plans: who will be engaged). (5 points max)

List the public stakeholders involved. Public stakeholders can include, but are not limited to, residents, targeted end users, community leaders, elected officials, advocacy organizations, local businesses, and members of vulnerable or underserved populations (i.e. elderly, youth, physically and/or mentally disabled, members from disadvantaged communities).

List the governmental stakeholders involved (i.e. other departments, agencies, jurisdictions, etc. impacted by the proposed that are NOT the applicant), these can include, but are not limited to law enforcement, transportation, local health department, schools/school districts, emergency services, metropolitan planning organization, etc.).

In the narrative, provide additional context describing the relative level of community engagement. For example, for many smaller and rural communities, participation of three public stakeholders groups with a total of fifteen people may be a significant level of engagement for that community. However, in a larger, more urban community, this some level of engagement would be insufficient relative to the total population.

Letters of support (10 letters maximum) from key public and governmental stakeholders are encouraged. In particular, letters of support should emphasize that the project represents the top or one of the top active transportation priorities for the community, targeted end users, or public stakeholders. When the implementing agency is not the governmental agency responsible for operating and maintaining any portion of the proposed project scope, letters of support are required from these agencies. For SRTS program, letters of support are required for participating schools and/or districts if they are not the implementing agency or project Partnering Agency.

Meeting sign-in sheets, meeting notes, letters of support, etc. should be attached as they support the above.

Points will be awarded based on the extent that the relevant stakeholders were engaged in the development of the project.

B. How: Describe how stakeholders were engaged (or will be for a plan). (4 points max)

Consider the following questions:

- *What types of meetings or events and how many were held to engage stakeholders (e.g. open houses, community chorrettes, city council meetings, planning commission meetings, etc.)?*
- *How were meetings or events noticed (e.g. local newspaper, county website, on the radio, at school parents group meetings, etc.)*

- *Where did meetings or events take place (e.g. school, community center, city council hall, etc.)?*
- *Were meetings or events accessible by public transportation?*
- *Were translational services provided at the meetings or events? If so, in what language?*
- *When during the day were meetings or events held (e.g. morning, afternoon, evening, etc.)?*
- *Was childcare provided during the meetings or events?*
- *Were stakeholders part of a decision-making body (i.e. technical advisory committee, citizens advisory committee, etc.) that identified this project/plan? If so, what body?*

Attach any applicable public outreach process/proposal/plan, meeting minutes, links to websites, meeting agenda, meeting sign-in sheet, public service announcements, or Facebook pages as they support the narrative above.

Points will be awarded based on the level of community outreach and meeting/event accessibility (i.e. time of day, languages provided, location, etc.).

- C. What: Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP. (5 points max)**

Describe the stakeholder feedback, include any new alternatives or major revisions that were identified through the stakeholder participation process. If there was conflict between stakeholder feedback (e.g. X stakeholder group wanted protected bike lanes, Y stakeholder group wanted unprotected bike lanes and parking), please describe the differences in feedback and how a decision was reached to move forward with the proposed.

Describe how projects/programs/plans were modified and developed to "increase use of active modes of transportation" and support one or more of the corresponding ATP goals. Describe how the highest community wide/regional active transportation priorities were identified and addressed in the proposed project as a result of the public participation and planning process.

Points will be awarded based on the extent that the public participation and planning process was utilized to identify the highest community/regional active transportation priorities and to ensure the effectiveness of the project at meeting the purpose for the ATP.

- D. Describe how stakeholders will continue to be engaged in the implementation of the project/program/plan. (1 points max)**

Include descriptions or plans that demonstrate ongoing stakeholder engagement. These can include, but are not limited to, ongoing communication or stakeholder engagement plan, project evaluation plan, intended commitments in letters of support, etc.

QUESTION #4

IMPROVED PUBLIC HEALTH (0-10 points)

- **NOTE: Applicants applying for the disadvantaged community set aside must respond to the below questions with health data specific to the disadvantaged communities. Failure to do so will result in lost points.**

- A. Describe the health status of the targeted users of the project/program/plan. (3 points max)**

Provide at least 2 health statistics or data points with citations to describe the health status of the targeted users of the project/program/plan. Attach relevant maps, data, or references to academic articles.

- *Health status can include, but is not limited to, information about chronic disease rates (i.e. obesity/overweight, asthma, type II diabetes, etc.), other health statistics (i.e. physical activity/inactivity levels, life expectancy, etc.), or other local conditions that may impact health (i.e. air pollution, access to parks, etc.).*
- *In describing the health status of the targeted users, provide as granular a level of data that is available. Providing nationwide or statewide health statistics will not be sufficient to receive points.*
- *If quantitative health data is not available for the targeted users, describe the targeted user's health needs based on other information, including qualitative data, published reports, relevant news articles, etc. and describe how this information was gathered.*

Include who you worked with from the local health department or other local health organization (i.e. local health non-profit, hospital, community health clinic, school based health provider, etc.).

For a project/program/plan that is multi-jurisdictional, but predominately in one jurisdiction, data may be provided for that one jurisdiction. For a project/program/plan that crosses multiple city lines, consider describing the health status of targeted users by utilizing county level data.

Points will be awarded for providing health statistics/data points and for identifying who from the local health department or other health organization was contacted.

Additional data sources include:

- **The California Health Interview Survey (CHIS):**
<http://healthpolicy.ucla.edu/chis/Pages/default.aspx>
The online tool is called AskCHIS and registration is required. Information can be queried related to physical inactivity, walking for transportation and leisure, park use and health conditions. CHIS data is available at multiple levels including zip code, legislative district, and city level. AskCHIS Neighborhood Edition, is a new tool sponsored by AskCHIS, that allows users to get even more granular a level of data, including census tract level data. However, please note, there are some limitations due to population size.
- **County Health Rankings and Roadmaps, Robert Wood Johnson Foundation**
<http://www.countyhealthrankings.org/>
The annual County Health Rankings measure vital health factors, including high school graduation rates, obesity, smoking, unemployment, access to healthy foods, the quality of air and water, income, and teen births in nearly every county in America.
- **Epi-Center, California Department of Public Health**
<http://epicenter.cdph.ca.gov/>
The California Department of Public Health's EpiCenter is the most versatile and comprehensive source of California injury data. It includes all types of injuries that result in death, hospitalization, or an emergency department visit.
- **Healthy Community Indicators (HCI), California Department of Public Health**
<http://www.cdph.ca.gov/programs/Pages/HealthyCommunityIndicators.aspx>
The Healthy Community Indicators provides data and narratives about indicators related to public health (e.g. percent of residents mode of transportation to work, miles per capita by car, public transit, and walk/bike, percent of residents by time walking and bicycling, etc.).
- **Physical Fitness Testing (PFT), California Department of Education**

<http://www.cde.ca.gov/ta/tg/pf/>

The PFT for students in California schools is the annual FITNESSGRAM®. Students in grades five, seven, and nine take the fitness test. The test has six parts that show a level of fitness that offer a degree of defense against diseases that come from inactivity.

- **Kidsdata.org, Lucile Packard Foundation for Children's Health**
Kidsdata.org is a program of the Lucile Packard Foundation for Children's Health. It allows users to easily find, customize, and use data on more than 500 measures of child health and well-being. Data are available for every county, city, school district, and legislative district in California.
- **Local community surveys and needs assessments:**
Local health departments and other health organization may have local health needs assessments that may provide additional health data. For example, under the Affordable Care Act, non-profit hospitals are required to conduct a health needs assessment for the community they serve. For those communities in the catchment area of a non-profit hospital, the health needs assessment may provide a rich source of health data. If a health needs assessment has been completed, the local hospital and/or local health department should be able to direct you to the assessment.

B. Describe how you expect your project/proposal/plan to enhance public health. (7 points max.)

Identify and discuss the intended health outcomes (e.g. increased physical activity, decreased rates of obesity/overweight, etc.) of fully implementing the project/program/plan. Include why you expect intended health outcomes. Provide additional data and/or reference scientific literature as it supports your discussion.

Additionally, for those project/programs/plans that are consistent with and fulfill a portion of an existing local health plan, goal, or initiative include the name of the health plan, goal, or initiative and describe how the intended health outcomes align with or enhance the plan, goal, or initiative.

Points will be awarded based on the identification of intended health outcomes and the discussion of why the intended health outcomes are expected.

QUESTION #5

BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)

A. Identification of disadvantaged communities: (0 points – SCREENING ONLY)

To receive disadvantaged communities points, projects/programs/plans must be located within a disadvantaged community (as defined by one of the four options below) AND/OR provide a direct, meaningful, and assured benefit to individuals from a disadvantaged community.

1. The median household income of the census tract(s) is 80% of the statewide median household income
2. Census tract(s) is in the top 25% of overall scores from CalEnviroScreen 2.0
3. At least 75% of public school students in the project area are eligible for the Free or Reduced Priced Meals Program under the National School Lunch Program
4. Alternative criteria for identifying disadvantage communities (see below)

Provide a map showing the boundaries of the proposed project/program/plan and the geographic boundaries of the disadvantaged community that the project/program/plan is located within and/or benefiting.

Option 1: Median household income, by census tract for the community(ies) benefited by the project:
\$ _____

- Provide all census tract numbers
- Provide the median income for each census track listed
- Provide the population for each census track listed

Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml> (Use the 5 year data for all areas).

Option 2: California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen) score for the community benefited by the project: _____

- Provide all census tract numbers
- Provide the CalEnviroScreen 2.0 score for each census track listed
- Provide the population for each census track listed

Scores are available at <http://oehha.ca.gov/ej/ces11.html>.

Option 3: Percentage of students eligible for the Free or Reduced Price Meals Programs: _____ %

- Provide percentage of students eligible for the Free or Reduced Meals Program for each and all schools included in the proposal

Safe Routes to School proposals applying for disadvantaged communities funds MUST provide this information.

All other applicants can choose to provide this information, but need to include how the project/program/plan benefits students eligible for the Free or Reduced Price Meals Program, or for projects that do not directly benefit students of Free and Reduced Meal Programs, why this measure is representative of the larger community.

Data is available at <http://www.cde.ca.gov/ds/sd/sd/filessp.asp>

Option 4: Alternative criteria for identifying disadvantaged communities:

- Provide median household income (option 1), the CalEnviroScreen 2.0 score (option 2), and if applicable, the percentage of students eligible for Free and Reduced Meal Programs (option 3)
- Provide ADDITIONAL data that demonstrates that the community benefiting from the project/program/plan is disadvantaged
- Provide an explanation for why this additional data demonstrates that the community is disadvantaged

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit additional data and provide an explanation for consideration of why the community should be considered disadvantaged.

Option 4 allows applicants to provide additional community-level data to demonstrate how the project is in fact located within and/or benefits a disadvantaged community. This fourth option is intended for those communities where census tract level data may not exist or may not reflect the diversity of individual communities within the census tract. For example, in some rural areas, census tracts represent a geographic area with a number of varied individual communities; the census tract level data is inadequate to highlight the needs of those smaller communities.

B. For proposals located within disadvantage community: (5 points max)

**What percent of the funds requested will be expended in the disadvantaged community?
 ____% Explain how this percent was calculated.**

As needed, applicants should provide map(s) and cost estimates to demonstrate their methodology.

Points will be awarded based on the approximate percent of the project/program/plan costs that correlate to improvements/expenditures that are within limits of the disadvantaged communities.

- 1 to 25% => 1 point
- 26 to 50% => 2 point
- 51 to 75% => 3 point
- 76 to 99% => 4 point
- 100% => 5 point

For example, a proposed 8 mile bike lane passes through 5 census tracts; one of which is a disadvantaged community. The per mile cost of the bike lane is the same for all segments of the bike lane. Five miles of the bike lane are within the disadvantaged census tract; therefore approximately 5/8 or 62.5% of the costs will be expended in the disadvantaged community. 3 points would be awarded.

Note: It is not sufficient for a project to simply be located in the limits of a disadvantage community. The applicant must also show the project/program/plan will directly benefit the community. Therefore, points will not be awarded to this sub-question unless the applicant can provide reasonable substantiation of the direct benefit in part "C" below.

C. Describe how the project/program/plan provides (for plans: will provide) a direct, meaningful, and assured benefit to members of the disadvantaged community. (5 points max)

Define what direct, meaningful, and assured benefit means for your proposed project/program/plan, how this benefit will be achieved, and who will receive this benefit.

All proposals may respond to this question: whether or not they are located within a disadvantaged community, as long as they provide benefits to members of a disadvantaged community.

For proposals that are located within a disadvantaged community, it is not enough to state that your project/program/plan is in a disadvantaged community and therefore will automatically benefit the disadvantage community.

This is your opportunity to make a compelling argument for why the proposed project/program/plan should receive the points set aside for active transportation benefits to disadvantaged community. As appropriate, discuss how disadvantaged community residents are or will be targeted. For Safe Routes to School projects, also discuss how the school students from the disadvantaged community are specifically targeted and benefit from the project.

Applicants can refer to earlier sections of the application, but need to ensure that the answers are specific to the members of the disadvantaged communities. In particular, consider the current infrastructure, safety, and/or public health challenges that contribute to the need for the proposed and how residents of disadvantaged communities are prioritized within the project.

Points will be awarded based on a holistic evaluation of the project's/plan's/program's direct, meaningful, and assured benefit to members of the disadvantaged community.

QUESTION #6**COST EFFECTIVENESS (0-5 POINTS)**

- A. Describe the alternatives that were considered and how the ATP-related benefits vs. project-costs varied between them. Explain why the final proposed alternative is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose of “increased use of active modes of transportation”. (3 points max.)**

For Cycle 2: Applicants are not expected to calculate an actual “Benefit” value in terms of dollars and a corresponding B/C ratio. Instead, applicants should discuss how “Cost Effectiveness” played a role in how the project’s final scope was determined, including but not limited to:

- *Discuss how the proposed improvements represent cost efficient and/or low-cost improvements. The project costs can be related to the expected benefits of the project, including but not limited to: the number of non-motorized users impacted, magnitude of mode shift, length of overall trips, size of the existing barriers, etc.*
- *If appropriate, discuss how low-cost and/or proven safety countermeasures were utilized. More information and examples of safety countermeasures are provided above in the guidance for Question 2B.*

For applications to develop a plan: describe to what extent the plan will incorporate all non-motorized modes, evaluate the potential use of proven low-cost safety countermeasures, and encourage shift to active modes of transportation. Based on the long-term value plans have in identifying and prioritizing future cost effective projects, all plan-projects are expected to receive full points on this sub-question.

Points will be awarded based on the demonstration that the proposed project scope represents the most cost effective alternative for meeting the needs of the project and/or for furthering the purpose of the Active Transportation Program.

- B. Use the ATP Benefit/Cost Tool, provided by Caltrans Planning Division, to calculate the ratio of the benefits of the project relative to both the total project cost and ATP funds requested. The Tool is located on the CTC’s website at: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. After calculating the B/C ratios for the project, provide constructive feedback on the tool (2 points max.)**

$$\left(\frac{\text{Benefit}}{\text{Total Project Cost}} \text{ and } \frac{\text{Benefit}}{\text{Funds Requested}} \right).$$

All tabs of the tool need to be completed as appropriate for the type of project being proposed. For I or NI only projects, both tabs will not be used. For ‘plan’ projects, the applicant can input values appropriate for the overall plan or for any future element envisioned as part of the plan.

Caltrans and the CTC consider this a Beta-Test version of the B/C Tool. Receiving constructive and honest feedback will be critical for the eventual development of the final Tool to be used in Cycle 3 and beyond. With this goal in mind, applicants are highly encouraged to provide feedback on: The user interface, Tool Instructions, Types of Inputs, Calculation Methodologies/Logic, Inputs vs. Results, and recommended use in the future (including point values assigned to results).

Points will be awarded based on the applicant’s: 1) demonstration that the values inputted into Tool are appropriate as compared to this application, 2) documentation of the output B/C value calculated by the Tool (no points will be awarded based on the reported B/C value), and 3) attempt to provide some constructive feedback for CTC’s and Caltrans’ consideration.

QUESTION #7

LEVERAGING OF NON-ATP FUNDS (0-5 points)

- A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)

Describe the Leveraging funding the applicant is committing to invest in the project if it is awarded ATP funding (total value in dollars).

Only direct funding and the direct expenses for completing project delivery milestones can be used. Provide detailed information on actual costs for past milestones and estimated costs for future milestones.

Points will be awarded based on the amount of the non-ATP funding pledged to the project, as follows:

1 point: For committing the leveraging funds to a phase(s) of the project where the applicant is requesting new ATP funding. (i.e. not for the completion of a prior phase.) The committed funding must be at least 1% of the total ATP funding requested for the project.

Plus:

- 1 point: 1% to 11.4% of total project cost
- 2 points: 11.5% to 14.9% of total project cost
- 3 points: 15% to 19.9% of total project cost
- 4 points: 20% or more of total project cost

QUESTION #8

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 points)

- Step 1: Is this an application requesting funds for a Plan (Bike, Pedestrian, SRTS, or ATP Plan)?
- Yes (If this application is for a Plan, there is no need to submit information to the corps and there will be no penalty to applicant: 0 points)
 - No (If this application is NOT for a Plan, proceed to Step #2)

Step 2: The applicant must submit the following information via email concurrently to **both** the CCC **AND** certified community conservation corps prior to application submittal to Caltrans. The CCC and certified community conservation corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

California Conservation Corps representative:
representative:

Name: Wei Hsieh
 Email: atp@ccc.ca.gov
 Phone: (916) 341-3154

Community Conservation Corps

Name: Danielle Lynch
 Email: inquiry@atpcommunitycorps.org
 Phone: (916) 426-9170

Step 3: The applicant has coordinated with Wei Hsieh with the CCC **AND** Danielle Lynch with the certified community conservation corps and determined the following (check appropriate box):

- Neither corps can participate in the project (0 points)
- Applicant intends to utilize the CCC or a certified community conservation corps on the following items listed below (0 points).

- Applicant has contacted the corps but intends not to use the corps on a project in which either corps has indicated it can participate (-5 points)
- Applicant has not coordinated with both corps (-5 points)

The CCC and certified community conservation corps will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant must also attach any email correspondence from the CCC and certified community conservation corps to the application verifying communication/participation.

Scoring:

Caltrans, with assistance from the corps, will score this question separately for all points. Evaluators/reviewers will not score this question.

0 Points:

- Application is for a Plan
- Applicant has coordinated with both corps and intends to use one or both of the corps
- Applicant has coordinated with both corps and neither corps can participate in the project

-5 Points:

- Applicant has not coordinated with both corps
- Applicant has contacted the corps but intends not to use the corps on a project in which either corps has indicated it can participate

QUESTION #9

APPLICANT’S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS

(0 to-10 points OR disqualification)

- A. **Applicant:** Provide short explanation of the Implementing Agency’s project delivery history for all projects that include project funding through Caltrans Local Assistance administered programs (ATP, Safe Routes to School, BTA, HSIP, etc.) for the last five (5) years.

Provide information on:

Implementing agency must list all projects that have experienced delivery failure and the reason for the failure. Explain how future failures will be avoided due to process changes following failure. Failures include missed milestone deadlines, inactive projects, and federal/state regulation compliance issues.

Awardees who agreed to use a Corps on a past ATP project from a previous cycle but completed project without use the Corps to the level mutually agreed will be deducted points.

Applicants can contact their District Local Assistance Office staff to discuss their delivery history.

Caltrans Local Assistance will confirm information provided by the applicant and recommend score of 0 to minus 10 points based on actual history and applicant explanations.

Implementing agency with no history or no detrimental project delivery history will not have points deducted under this section.

B. Caltrans response only:

Caltrans to recommend score for deliverability of scope, cost, and schedule based on the overall application.

Applications with reasonable scope, cost, and schedule will not have points deducted under this section.

PART C - INSTRUCTIONS

GENERAL GUIDANCE FOR PART C

All applications are required to include a “Part C: Application Attachments.” Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application.

The attachment names and order must be maintained for all applications as shows in Part C of the Application form and in these instructions. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using “tabs” with appropriate letter designations.

Many of the required attachments in Part C must follow Caltrans’ documents and formats. These include, but may not be limited to: The Signature Page, Engineer’s Checklist, Engineer’s Estimate, and NI Workplan (Form 22-R). These forms/documents can be found on the ATP website at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>

Page numbers are not required for attachments; but either page numbers or the attachment letter should be provided in the footer of all attachments. For convenience, clear hand-written numbers/letters are acceptable.

If an attachment is not “required” and it is more than 10 pages, do not attach it to the application. Make it available via a link, place it on the electronic submittal, or place only the relevant pages (10 maximum) in the application attachment.

The maps, photographs and other detailed exhibits must be in color and/or a high enough resolution to clearly depict all relevant information.

TABLE OF CONTENTS / LIST OF APPLICATION ATTACHMENTS

Part C of all applications must use the “List of Application Attachments” as the first page. This page is provided at the end of the “Part B and C” application form.

ATTACHMENT A: APPLICATION SIGNATURE PAGE

Applicants must use Caltrans template at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>

Per the CTC Guidelines: “A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant’s governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application.”

Some applications will require multiple approving signatures prior to submittal of the application to Caltrans. Read each signature statement carefully and obtain all required signatures for your project application. Failure to obtain signatures from all required parties prior to application submittal to Caltrans will cause your application to be rejected as incomplete.

For all Projects: The Chief Executive Officer, Public Works Director, or other officer authorized by the governing board for the Implementing agency must affirm that they are authorized by their governing board with the authority to commit the agency’s resources and funds and that the

statements contained in this application package are true and complete to the best of their knowledge.

For Infrastructure Projects: For these projects, the agency officer signing the application must also affirm that they are the manager of the public right-of-way facilities (responsible for their maintenance and operation) or they have authority over this position.

For projects where the Implementing Agency will not be the agency responsible for operation of maintenance of the proposed project improvements: For these projects, the agency officer signing the application must affirm that their agency is committed to partner with the “Implementing Agency” and agrees to assume the responsibility for the ongoing operations and maintenance of the facility upon completion by the implementing agency and they intend to document such agreement per the CTC guidelines. The undersigned also affirms that they are the Chief Executive Officer or other officer authorized by their governing board with the authority to commit the agency’s resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge.

For Safe Routes to School projects and/or projects presented as benefiting a school: For these types of projects, a school or school district official is required to sign and affirm that the school(s) benefited by this application is not on a school closure list.

Encroachments on the State right-of-way: If the application’s project proposes improvements within a freeway or state highway right-of-way, whether it affects the safety or operations of the facility or not, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support/acknowledgement from the traffic operations office be attached or the signature of the traffic manager be secured in the application. The Caltrans letter and/or signature does not imply approval of the project, but instead only acknowledges that Caltrans District staff is aware of the proposed project, and, upon initial review, the project appears to be acceptable.

ATTACHMENT B: ATP - PROJECT PROGRAMMING REQUEST (ATP-PPR)

All applicants must complete the ATP Project Programming Request form and return the completed form with the application as Attachment B. **This is a required attachment.** The ATP-PPR can be found at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>

In addition to the detailed instructions included in the ATP-PPR form, applicants need to consider the following special instructions when completing the form:

- o PPR Fiscal years (FYs) begin July 1.
- o The PPR is requesting Allocation information, not Expenditure information, i.e. show all funding for any single component in the first fiscal year only.
- o Enter ATP Cycle 2 funding in the first 3 tables (Infrastructure, Non-Infrastructure, Plan) for program years 16/17, 17/18 and/or 18/19 only.
- o If ATP funds will be requested in future ATP cycles, enter that information the 4th table.
- o Non-infrastructure and Plan project funding must be identified as “Con”.
- o Match funds are optional, but if they are proposed as part of the total project funding, they must be identified as such in the Proposed Funding tables.
- o Non-ATP funds must be shown separately in the Proposed Funding tables (fund nos. 2 or 3 etc.), and the fund source should be identified.

ATTACHMENT C: ENGINEERS CHECKLIST FOR INFRASTRUCTURE PROJECTS (only)

Applicants must use Caltrans template at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>.

The Engineer's Checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide ATP selection process. Resolution G-99-33 is available at the following link:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/acrobat/LAPG23J.pdf>

ATTACHMENT D: PROJECT LOCATION MAP

The application reviewers and the Program Managers must be able to quickly pinpoint the project's location in the California and local community. This map needs to show where the project is located within the agency's overall jurisdiction. At a minimum, it needs to include/show:

- North Arrow
- Label all relevant street names and highway route numbers
- Project location in relationship to the applicants overall jurisdictional boundary.

ATTACHMENT E: Project Map/Plans showing existing and proposed conditions

Preliminary Plans or scaled aerial maps are required for all Infrastructure projects. These plans/maps need to show the limits of the proposed improvements and sufficient detail to show that the proposed improvements are technically feasible using generally accepted design standards.

The application reviewers must be able to confirm whether the proposed improvements fall within the Implementing Agency's existing right-of-way or if they require new right-of-way acquisition. If the project encroaches on Caltrans', Railroad, or other agencies' right-of-way, include a copy of an email or letter of support from the owner.

As part of a PSR-Equivalent document, these maps/plans are not intended to represent 60% plans or final plans, but at a minimum they need to include the following:

- North Arrow and Scale
- High resolution and/or color - as needed to convey project details
- Layout sheet(s) or scaled aerial photo(s) depicting the complete length of the project & improvements. The scale must allow for a visual depiction of all of the primary project elements, including their intended final widths.
- Typical cross-section(s) showing changes to vehicular lane widths, active transportation facilities widths, right-of-way widths, new facilities, etc. These cross sections must be to scale and must include each of the controlling locations.
- Label relevant street names and highway route numbers.
- Label right-of-way lines – as appropriate. At the PSR-Equivalent level, these lines can be approximated on aerial photos by physical features. Projects that have no reasonable expectation of encroaching past the implementing agency's right-of-way do not need to show these lines.
- Plans/maps should be no larger than 11" x 17", and must be folded to 8 ½" x 11"
- Final Plans (Title, Layout Plans, Cross-sections and only other sheets as needed to document the general scope of the project) are ONLY expected for projects being presented in the application as "Shovel Ready."

'Non-Infrastructure' and 'Plan' applications are not required to attach engineering maps/plans. However, if they propose education, enforcement or other programs on specific corridors or locations, these locations should be identified on maps.

ATTACHMENT F: PHOTOS OF EXISTING CONDITIONS

All applications must include pictures showing the existing conditions, including a general representation of the project area, safety issues, barriers, public outreach, etc. that are identified in the narrative answers. Applicants are encouraged to insert photos in the appropriate narrative answers. Extra photos can be included in this attachment.

At a minimum, the overall application photos need to include:

- one or more photos of the existing project location(s)
- one or more photos for each of the major types of existing safety, barriers or other active transportation related issues within the project limits and presented in the application.
- high resolution and/or color - as needed to convey project details
- Label all photos with details on the specific locations/hazards/needs being depicted

Non-Infrastructure and Plan project photos are not required and are only recommended to be included as they relate to the project elements, activities and deliverables as presented in the narrative questions.

ATTACHMENT G: PROJECT ESTIMATE

Project estimates are required for ALL projects and must define the project's overall costs. The project estimate must allow application evaluators to easily review how the total costs are split, including but not limited to: project delivery (soft) cost, construction cost, eligible item costs, and ineligible costs (non-participating).

The required type and format for project estimates vary based on the project type, as follows:

Infrastructure Projects:

Applicants are encouraged to use Caltrans' cost estimate template for estimating the cost of construction items and the overall project costs. If they chose to use another form(s) to estimate these costs, they must ensure they convey the same level of detail and overall scope of information. The Caltrans' template can be found at:

<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>

Instructions for completing the estimate, including the details required for ATP applications, are included in the Caltrans template.

The detailed Engineer's Estimate must meet the following expectations:

- Identify all items that the ATP will be funding; broken down by bid items and unit cost. *Lump Sum may only be used per industry standards.*
- Construction contingency can be used - as appropriate at the level expected for a PSR-Equivalent.
- Estimate must be true and accurate – as appropriate at the level expected for a PSR-Equivalent.

- o If appropriate, designate which items (or percentage of items) the applicant expects to be completed by the Corps. This information must be consistent with the applicant's answers to Narrative Question number 8.
- o Designate any non-participating items (or percentage of items) that are being included on the project.

Non-Infrastructure Projects:

Attachment G is not required for NI projects. See Attachment H for NI projects.

Plans:

For Plan projects, applications must provide an estimate with a cost breakdown for the major elements of the work necessary to complete the "Plan" as defined in this application. The estimate must define the scope, cost and deliverables the agency is committing to complete if their application receives funded. This is needed to meet the CTC's expectation that ATP applications are to be considered PSR Equivalents.

ATTACHMENT H: NON-INFRASTRUCTURE WORK PLAN (22-R FORM)

Applicants must refer to eligibility guidelines "Active Transportation Program Eligible Non-Infrastructure (NI) Activities" found at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>. This NI Work Plan is a critical element of NI applications as it defines the scope, cost and schedule, and deliverables. The program details in the NI Work Plans allow applications to be considered PSR Equivalents and define the scope deliverables the agency is committing to if their application receives funded.

ATTACHMENT I: NARRATIVE QUESTIONS BACKUP INFORMATION

This attachment is optional for applicants who desire to provide additional information relating to their Narrative Answers. All documents included in this attachment must conform to the following:

- o Correspond to a specific reference in a Narrative Question
- o Labeled individually with "I-#" based on the # of the Narrative Question
- o Should not include individual documents over 10 pages. For larger documents, only include key pages (10 pages or less) and include a link to where it can be located on the web.

ATTACHMENT J: LETTERS OF SUPPORT

ONLY LETTERS OF SUPPORT ATTACHED TO THE APPLICATION WILL BE CONSIDERED. Letters of support must not be mailed directly to Caltrans or the CTC.

All projects are encouraged to provide letters of support. See Narrative Question #3 for more details.

ATTACHMENT K: ADDITIONAL ATTACHMENTS

The following list represents some of the additional application attachments that are required, recommended, or optional, based on the type of project and its individual project elements.

- Additional School data: For projects impacting more than one school, appropriate school details for each school need to be attached. ***(Required when applicable)***
- Exhibit 22-F “Request for State-Only ATP Funding” ***(Required if State-only funds are being requested)***. The Commission will determine projects with State funds at time of program adoption. For those not designated state-only at time of program adoption, the department will have discretion in recommending allocation.
- If an entity other than the Implementing Agency is going to assume responsibility for the operation and maintenance of the facility, provide documentation of the partnering maintenance agreement. ***(Required when applicable)*** Must have at least a letter of intent attached to the application and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
- Warrant studies: ***(Required when applicable)*** Required when the project includes an improvement that requires an engineering study to warrant the installation of certain traffic control devices (e.g. traffic signals). When applications include traffic control features like these, it is the applicants’ responsibility to ensure all requirements of the latest California MUTCD are met. Failure to include required warrants completed per California MUTCD will result in the project or project elements being disqualified.
- If applicable, portions of a plan or report that support the proposed project. i.e., illustrating barriers, safety concerns and other ATP project elements within the project limits. (Copy of cover page and pages with the relevant text highlighted/underlined).

ADDITIONAL REFERENCES

The following references are provided as additional information and guidance related to complete streets, Context Sensitive Solutions, Main Streets, and pedestrians and bicyclists safety:

Federal Safe Routes to School information can be found at:

http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/

- a. **Complete Streets Intersections Guidelines:**
<http://www.dot.ca.gov/hq/traffops/survey/pedestrian/Complete-Intersections-A-Guide-to-Reconstructing-Intersections-and-Interchanges-for-Bicyclists-and-Pedestrians.pdf>
- b. **Main Street, California: A Guide for Improving Community and Transportation Vitality:**
http://www.dot.ca.gov/hq/LandArch/mainstreet/main_street_3rd_edition.pdf
- c. **NCHRP Report 480 A Guide for Best Practices for Achieving CSS:**
http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_480a.pdf
- d. **Pedestrian Safety Guide and Countermeasure Selection System:**
http://www.pedbikesafe.org/PEDSAFE/guide_background.cfm
- e. **Smart Mobility 2010: A Call to Action for the New Decade:**
http://www.dot.ca.gov/hq/tpp/offices/ocp/documents/smf_files/SMF_handbook_0622_10.pdf
- f. **California Safe Routes to School Technical Assistance Resource Center (TARC)**
<http://www.casaferoutestoschool.org/>
- g. **The following example sources of work for quantifying project benefits may be of assistance to applicants:**
 - “Economic Analysis Primer” by U.S. Department of Transportation
<http://www.fhwa.dot.gov/infrastructure/asstmgmt/primer.pdf>
 - “Evaluating Active Transport Benefits and Costs” by Todd Litman
<http://vtpi.org/nmt-tdm.pdf>

Allison Brucker

From: Blair CIV Michelle K
Sent: Friday, May 01, 2015 7:24 AM
To: Allison Brucker
Subject: Safe route to schools- News from Town of Yucca Valley

Allison,

I'd like to share an observation I have made over the past 11 years of living in Yucca Valley. There is A LOT of pedestrian traffic, kids walking and running (for sports) from the high school (Sage Ave) on Onaga Trl down to Kickapoo Trl. Also from Sage Ave & Onaga Trl to Acoma Trail up until the pavement turns to dirt.

There is also foot traffic up the portion of Acoma Trl between Joshua Drive and San Andreas Rd (from elderly, people walking dogs, high school students and even horseback riders going to the open country above San Andreas Rd). People seem to like going up Acoma Trl due to the hill for exercise. There is an established dirt path adjacent to Acoma Trail between Joshua Drive and San Andreas then people either go up the dirt road or make a right on San Andreas.

R/
Michelle Blair

Allison Brucker

From: Kyria Guthrie
Sent: Sunday, May 03, 2015 1:11 PM
To: Allison Brucker
Subject: Re: town trails

I am not able to go to the town meeting, but I would like to voice my opinion. I am a female runner. I have wanted a running path for years. We have to share the road with cars, and that is not safe. Most larger populated areas have designated running/biking paths. We don't. There a lot of runners/bikers in this area. We have several community runs. The next one being the Grubstakes run. Look at how many local people get involved. We live in an area with NO sidewalks, so we are forced to share the roads with cars. When I run I move over as far as possible into the dirt even and still have been almost hit by a car several times. If the town were to get a running path even if I don't live near it, I would drive to it to be able to use it. I live in upper Sky Harbor, it's a peaceful quiet neighborhood. On any given morning there are dozens of people out walking, jogging and biking. From mothers with strollers to seniors. Please listen to the community on this topic. Thank you. Kyria Guthrie.

Sent from my iPhone

**PLANNING COMMISSION STAFF REPORT
PARKS, RECREATION & CULTURAL COMMISSION STAFF REPORT**

To: Chairman & Planning Commission
Chairman & Parks, Recreation & Cultural Commission
From: Shane Stueckle, Deputy Town Manager
Alex Qishta, Project Engineer
Date: May 5, 2015
For Council Meeting: May 12, 2015

Subject: Paradise Park Playground Improvements – Town Project No. 8048
Authorization To Prepare Plans and Specifications
Paradise Park Fun Day-Survey

Prior Commission Review: Commissions have had no prior review of this item.

Recommendation: That Commissions approves the conceptual plans as presented and forwards that recommendation to the Town Council.

Executive Summary: The Town has been allocated \$168,700 in State grant funds for improvements to Paradise Park. In addition, \$91,460 in Community Development Block Grant funds (CDBG) has been allocated to the Park, for a current total allocation of \$260,160. Recreation staff held a Paradise Park Fun Day event on February 7, 2015, and as part of that process surveyed participants in order to obtain feedback on desired improvements at the Park. A copy of the survey results is attached. Staff also identified potential improvements.

- Order of Procedure:**
- Request Staff Report
 - Request Public Comment
 - Council Discussion/Questions of Staff
 - Motion/Second
 - Discussion on Motion
 - Call the Question Voice Vote (Roll Call Vote)

Discussion: A preliminary improvement plan was prepared for the Park project, and various desired improvements were identified including construction of:

- New basketball court and demolition of the existing court

Reviewed By:	<u> </u> Town Manager	<u> </u> Town Attorney	<u> </u> Mgmt Services	<u> </u> Dept Head
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<u> X </u> Department Report	<u> </u> Ordinance Action	<u> </u> Resolution Action	<u> </u> Public Hearing
<u> </u> Consent	<u> X </u> Minute Action	<u> </u> Receive and File	<u> </u> Study Session

- Walking pathway around Park perimeter
- Various park benches/seating areas
- Shade cover construction by the playground area
- Low level lighting along walking path

On February 7, 2015, Recreation staff hosted Paradise Family Fun Day and solicited residents' view of improvements needed for the park. A summary of the highly desired improvements is below, and the full survey results are attached.

Shade Structure	79
Grass/Play Area	72
Walking Path	62
Full Court Basketball	22
Half-Court Basketball	17

Other improvements identified ranged from tether ball court, arcade, more swings, volleyball court, water park, to an arcade and a gym.

Based upon preliminary plans and cost estimates, the following improvements are projected to be accomplished within the grant resources available.

1-	Construction of two new Basketball Courts	\$90,000
2-	Construction of "Wall Ball"	\$30,000
3-	Concrete sidewalk/pathway	\$42,000
4-	Provide benches thru the park	\$3,000
5-	Fencing Replacement	\$10,000
6-	Low Intensity Lighting	\$15,000
7-	Shade By Playground	\$40,000
7-	Inspection, testing and survey	\$10,000

Sub-Total Proposed Improvements: \$240,000

The remaining improvement would include landscaping and irrigation necessary to establish turf play and recreation areas at the Park.

8-	Shade Tree Landscaping & Irrigation	\$178,000
9-	Plans, Specs, inspection, Contingency	\$15,000
10-	Inspection, testing and survey	<u>\$10,000</u>

Sub Total Optional Improvements: **\$203,000**

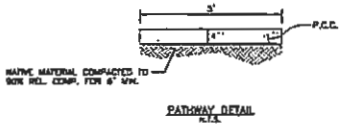
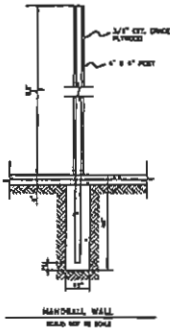
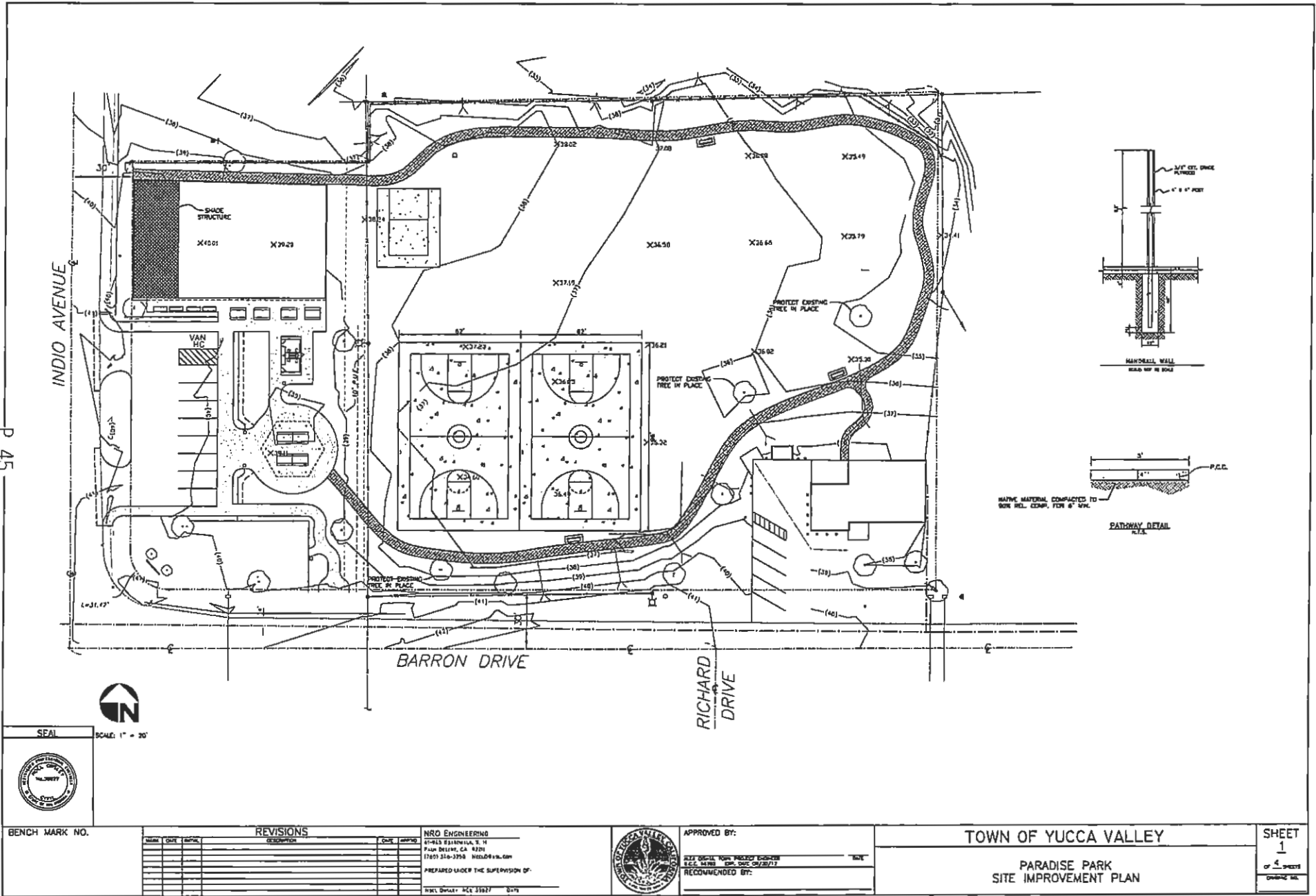
Total, All Improvements: **\$443,000**

While there have been previous discussions regarding the desire to provide some level of turf areas at neighborhood parks, the current state-wide drought and other factors, including on-going maintenance and water costs, are factors that must be considered in park renovation projects.

Alternatives: The Commissioners may provide input as deemed necessary.

Fiscal impact: A total of \$260,160 in state grants and CDBG funds are allocated to this project. Approximately \$81,000 remains in the CDBG contingency account which has not been allocated to a project.

Attachments: Paradise Park Improvement Plans
Paradise Fun Day Survey Results



SEAL

SCALE: 1" = 20'

BENCH MARK NO.

REVISIONS			
NO.	DATE	INITIALS	DESCRIPTION

NRO ENGINEERING
 1700 S. 11TH AVENUE, S. 11
 P.O. BOX 1111, CA 92011
 (760) 310-3750 nro@nro.com
 PREPARED UNDER THE SUPERVISION OF:
 TRACY SMITH - REG. 21927 - CIVIL



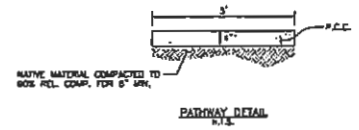
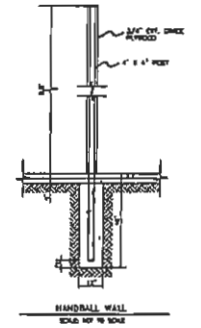
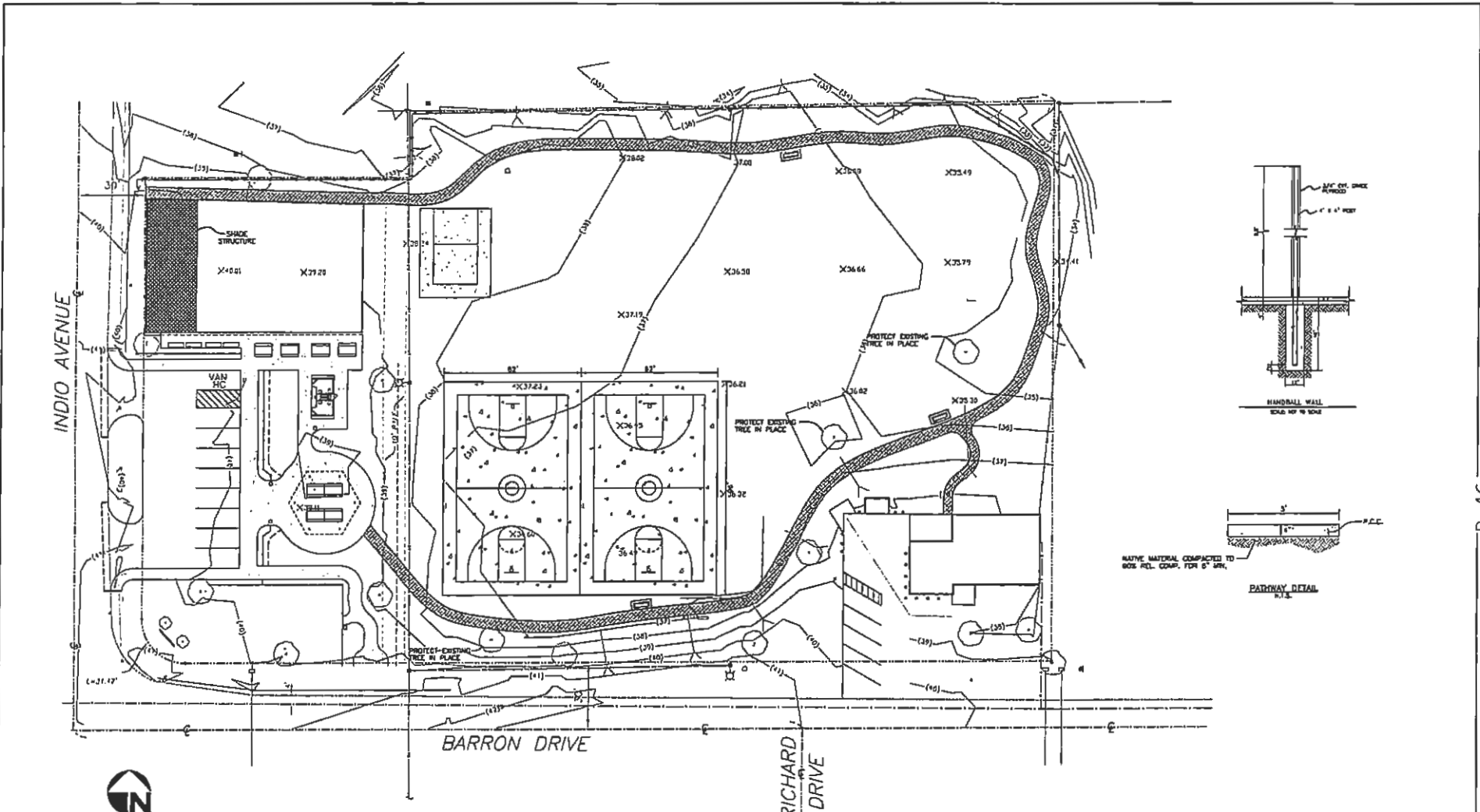
APPROVED BY:
 JEFF HENDEL, TOWN MANAGER
 REG. NO. 10000 - CIVIL ENGINEER
 DATE: 08/20/2012

RECOMMENDED BY:

TOWN OF YUCCA VALLEY

PARADISE PARK
 SITE IMPROVEMENT PLAN

SHEET
 1
 OF 4 SHEETS
 CHINICK INC.



SCALE: 1" = 20'



BENCH MARK NO.

NO.	DATE	DESCRIPTION	BY	APP'D.

NRO ENGINEERING
 17415 BISHOPAVENUE, SUITE 100
 PALM DESERT, CA 92260
 (760) 216-3750 NRO@NRO.ENG
 PREPARED UNDER THE SUPERVISION OF
 RALPH WILLY REG 35877 CIVIL



APPROVED BY: _____ DATE: _____
 RECOMMENDED BY: _____

TOWN OF YUCCA VALLEY

PARADISE PARK
 SITE IMPROVEMENT PLAN

SHEET
 1
 OF 4
 DRAWING NO.

Paradise Family Fun Day Survey Results

Date of Event:	February 7, 2015
Total Number of Surveys:	113
Time of Event:	10:00 AM to 2:00 PM
Total Number of Attendees:	120

Shade Structure:	79
Walking Path:	62
Grass/Play Area:	72
Full Court:	22
Half Court:	17
Other:	58
Skate Park:	4
Lights:	6
Water Fountains:	2
Pool:	12
Kids Basketball Court	3
Working Bathrooms:	1
25 MPH Speed Limit on Barron:	1
Toddler Play Equipment:	1
Tether Ball Court:	4
Arcade:	4
Hot Dog Stand:	1
More Swings:	2
Volleyball Court:	2
Bounce House:	1
Water Park:	5
More Slides:	1
Bigger Playground:	1
Bigger Bathrooms:	1
Speed Bumps:	1
Arcade:	4
Gym:	1

Planning Commission: May 12, 2015

**TOWN OF YUCCA VALLEY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION STAFF REPORT
YUCCA VALLEY RV PARK**

Case: ENVIRONMENTAL ASSESSMENT, EA 02-15
CONDITIONAL USE PERMIT, CUP 03-95 AMENDMENT #1
YUCCA VALLEY RV PARK
CATEGORICAL EXEMPTION FROM CEQA, SECTION 15301, CLASS 1, EXISTING
FACILITIES

Request: A PROPOSAL TO ADD FOUR ADDITIONAL SPACES TO AN EXISTING RV PARK.

Applicant: MAHENDRA AND LATA PANDHI
55408 29 PALMS HWY
YUCCA VALLEY, CA 92284

Property Owner:
MAHENDRA AND LATA PANDHI
55408 29 PALMS HWY
YUCCA VALLEY, CA 92284

Representative:
LAVENDER DESIGNS
7755 CHEROKEE TRAIL
YUCCA VALLEY, CA 92284

Location: 55408 29 PALMS HWY, EAST OF KICKAPOO TRAIL, AND IS ALSO IDENTIFIED AS
APN: 586-101-03.

Existing General Plan Land Use Designation:
THE SITE IS DESIGNATED OLD TOWN HIGHWAY COMMERCIAL (OTHC)

Existing Zoning Designation:
THE SITE IS DESIGNATED OLD TOWN HIGHWAY COMMERCIAL (OTHC)

Surrounding General Plan Land Use Designations:

NORTH: PUBLIC/QUASI PUBLIC (P/QP)
SOUTH: OLD TOWN HIGHWAY COMMERCIAL (OTHC)
WEST: OLD TOWN HIGHWAY COMMERCIAL (OTHC)
EAST: OLD TOWN HIGHWAY COMMERCIAL (OTHC)

Surrounding Zoning Designations:

NORTH: PUBLIC /QUASI PUBLIC (P/QP)
SOUTH: OLD TOWN HIGHWAY COMMERCIAL (OTHC)
WEST: OLD TOWN HIGHWAY COMMERCIAL (OTHC)
EAST: OLD TOWN HIGHWAY COMMERCIAL (OTHC)

Surrounding Land Use:

NORTH: PARK AND RIDE
SOUTH: RETAIL, RESTAURANT
WEST: COMMERCIAL, VACANT
EAST: VACANT

Public Notification:

PURSUANT TO SECTION 9.85.020, LEGAL NOTICE IS REQUIRED TO BE GIVEN TO ALL PROPERTY OWNERS WITHIN A THREE (300) HUNDRED FOOT RADIUS OF THE EXTERIOR BOUNDARIES OF THE SUBJECT SITE. THIS PROJECT WAS PUBLISHED AND MAILED ON WEDNESDAY, APRIL 29, 2015. THERE HAVE BEEN NO WRITTEN RESPONSES RECIEVED AS OF THE WRITING OF THIS STAFF REPORT.

Conditional Use Permit, CUP 03-95 YV RV Park amendment #1
May 12, 2015 Planning Commission Meeting

RECOMMENDATIONS:

ENVIRONMENTAL ASSESSMENT, EA-02-15: That the Planning Commission finds the project to be exempt from CEQA under Section 15301 Class 1 Existing Facilities and;

CONDITIONAL USE PERMIT, CUP 03-95 AMENDMENT 1: That the Planning Commission approves Conditional Use Permit, CUP 03-95 amendment #1, approving a total of 16 RV parking spaces, including spaces 1A through 15, based upon the findings contained within the staff report and the recommended Conditions of Approval.

PROJECT PLANNER: DIANE OLSEN

REVIEWED BY: SHANE STUECKLE

Appeal Information:

Actions by the Planning Commission, including any finding that a negative declaration be adopted, may be appealed to the Town Council within 10 calendar days. Appeal filing and processing information may be obtained from the Planning Division of the Community Development Department. Pursuant to Section 9.63.090 of the Development Code, minor modifications may be approved by the Planning Division if it is determined that the changes would not affect the findings prescribed in Section 9.63.080 of the Development Code, Required Findings, and that the subject of the proposed changes were not items of public controversy during the review and approval of the original permit, including modifications to phasing schedules for the project.

I. GENERAL INFORMATION

PROJECT DESCRIPTION: A request to add four additional spaces to an existing recreational vehicle park.

LOCATION: The project is located at 55408 29 Palms Hwy, east of Kickapoo Trail on the north side of 29 Palms Hwy and is also identified as APN: 586-101-03.

PROJECT SYNOPSIS:

SITE COVERAGE

PROJECT AREA:	1.28 acres
BUILDING AREA:	No enclosed buildings are proposed.
PHASED CONSTRUCTION:	No
FLOOD ZONE:	Map 8855 Zone A (special flood hazard areas subject to inundation by the 1% annual chance flood).
ALQUIST PRIOLO ZONE:	No
OFF-SITE IMPROVEMENTS REQ:	No.
ASSESSMENT DISTRICTS REQ:	No
RIGHT-OF-WAY DEDICATION REQ.	Yes, 29 Palms Hwy
UTILITY UNDERGROUNDING:	All new service lines shall be underground in conformance to Ordinance 233, or as amended by Town Council.
AIRPORT INFLUENCE AREA:	No
TRAILS & BIKE LANE MASTER PLAN:	There are no trails or bike lanes on or adjacent to the project site
PUBLIC FACILITY MASTER PLAN:	Park and Ride is located to the north of the property

Conditional Use Permit, CUP 03-95 YV RV Park amendment #1
May 12, 2015 Planning Commission Meeting

PARKS AND RECREATION MASTER PLAN:	There are no park and recreation facilities on or adjacent to the project site.
MASTER PLAN OF DRAINAGE:	There are no facilities on or adjacent to the project site
STREET LIGHTS:	No
SPECIFIC PLAN/PLANNED DEVELOPMENT:	Yucca Valley Old Town Specific Plan
GATEWAY REIMBURSEMENT DISTRICT:	No
AVALON SIGNAL REIMBURSEMENT DISTRICT:	No
FUTURE PLANNING COMMISSION ACTION REQUIRED:	No
FUTURE TOWN COUNCIL ACTION REQUIRED:	Only if the project is appealed

II. PROJECT ANALYSIS

GENERAL PLAN CONSIDERATION: The property is located with the Old Town Specific Plan, Old Town Highway Commercial (OTHC) district. The OTHC designation states the following. *“Allows commercial development oriented to SR-62. This land use covers the eastern and western gateways into the Old Town Specific Plan area”.*

OLD TOWN SPECIFIC PLAN CONSIDERATION: The project is located within the Old Town Highway Commercial district. The intent of the Old Town Highway Commercial district is *“to serve as the primary eastern and western gateways to the OTSP through highway oriented commercial development that caters to the local and regional market. The land use district is intended to provide a wide range of retail sales, business uses and personal services oriented to the automobile customer. The OTHC District is envisioned as a primary node for servicing the general commercial needs of the Town by promoting stable and attractive retail development”.*

Recreation Vehicle parks are not identified as a permitted use within the Old Town Specific Plan (Please see attached land use tables). Therefore, the current use of the property is considered legal nonconforming. The Commission may also note that recreational vehicle parks are not allowed in any commercial zoning district outside of the Old Town Specific Plan. Recreational vehicle parks are allowed in any residential zoning district, as well as the Industrial zoning district, subject to a Conditional Use Permit and recreational vehicle park development standards.

The information below from the Development Code addresses nonconforming uses. There are several different elements within the Development Code for nonconforming uses. These include the procedures and requirements for abatement or elimination of nonconforming uses, as well as standards for expansion of nonconforming uses. The Commission should note that the matter before them does not include any actions related to abatement or elimination of this nonconforming use.

Legal Non-Conforming Lots, Structures, and Uses, Development Code Chapter 9.03:

Development Code Chapter 9.03 states the following.

9.03.010-Purpose and Intent

- A.** *Regulation of legal conformities. This Chapter establishes uniform provisions for the regulation of legal nonconforming land uses, structures, and parcels. Within the land use zoning districts established by this Development Code, there exist land uses, structures, and parcels that were lawfully in existence before the adoption, or amendment of this Development Code, but which would be prohibited, regulated, or restricted differently under the terms of this Development Code, as amended. This Chapter provides for their*

eventual elimination, but allows them to exist under the limited conditions identified in this Chapter.

- B.** *Intent. It is the intent of this Development Code to discourage the long-term continuance of these nonconformities in order to promote the public health, safety, and general welfare and to bring the uses and structures into conformity with the goals and policies of the General Plan and any applicable Specific Plan.*

9.03.020 Applicability

The provisions in this Chapter apply to existing legal nonconforming structures, uses, and parcels.

As a legal non-conforming use of land, regulations contained within Chapter 9.03 are applicable to the matter before the Planning Commission. Yet the request before the Commission is somewhat different from typical requests for expansion in that:

- The request does not include the expansion of property boundaries or total area to be devoted to the land use;
- The request does not include the expansion of a permanent enclosed structure or the construction of additional permanent structures;
- The request does include intensification of use on the site.

Further, Chapter 9.03 of the Yucca Valley Development Code states the following.

9.03.060- Nonconforming Uses

Except as otherwise listed below, a legal nonconforming use may continue indefinitely.

- A.** *Nonconforming Commercial and Industrial Uses. Nonconforming commercial and industrial uses shall be terminated or made conforming as to use within 10 years from the date on which the Town rendered the use nonconforming.*

The Commission should note that the above is applied following a duly noticed public hearing for the purpose of determining nonconformance in accordance with Chapter 9.03. That action has not been initiated by the Town and is not a matter of this public hearing. But that may be a future action for consideration as noted in the below language.

9.03.020-Applicability

The provisions in this Chapter apply to existing legal nonconforming structures, uses, and parcels.

9.03.030-Determination, Extension, and Abatement Procedures

- A. **Purpose.** *This section sets forth provisions for the abatement of lots, structures, and uses deemed to be nonconforming and subject to abatement pursuant to the provisions of this Article.*
- B. **Authority.** *The Director shall be the designated Review Authority for determining that a lot, structure, or use is nonconforming, and the Commission shall be the designated Review Authority for action on the abatement procedures and extensions of the nonconforming lots, structures, or uses.*

Again, the Town is not initiating the abatement procedures at this time, which would begin any time limited abatement of a legal nonconforming use. One of the items that is before the Commission is the modification to an existing nonconforming use.

9.030.060, Nonconforming uses: F. Modifications and Extensions to Legal Nonconforming Uses

- 1. *A legal nonconforming use shall not be modified in any manner that expands, extends, or enlarges the use beyond its existing scope upon the date the nonconformity was created, except as specified below.*
 - a. *The changes are, in and of themselves, in conformance with the provisions of this Development Code.*
 - b. *The changes are limited to minor alterations, improvements, or repairs that do not increase the degree of nonconformity present and do not constitute or tend to produce an expansion or intensification of a nonconforming use. A minor alteration shall not increase the area of the nonconforming structure by more than 120 square feet cumulative.*
 - c. *The changes are required by other laws.*
 - d. *The changes are incidental to the public acquisition of a portion of a site, no greater degree of nonconformity will be created other than that caused as a result of the public acquisition, and the changed development will conform to current regulations to the maximum extent feasible.*
- 2. *No change made to any development or use shall be construed as automatically permitting an extension of any time limit for the termination of a nonconformity.*

3. *Notwithstanding the provisions regarding Conditional Use Permit or variance, the Director may allow the construction of an additional modification to a legally existing structure within a current yard setback area, as established by an applicable residential Land Use District, when such legally existing building is within the yard setback area, and provided such additional modification does not exceed the projection of the existing structure into such current yard setback area and does not come closer than three (3) feet to any property line.*
4. *The requirements for a Conditional Use Permit shall not apply to nonconforming residential uses, where such uses are being expanded or modified by no more than twenty-five percent (25%) of the floor space or ground area existing at the time such use became a nonconforming use.*

As identified above, modifications and extensions to legal nonconforming uses are very limited. But as stated previously in this Staff Report:

- The request does not include the expansion of property boundaries or total area to be devoted to the land use;
- The request does not include the expansion of a permanent enclosed structure;
- The request does include intensification of use on the site through the addition of RV park spaces.

ENVIRONMENTAL CONSIDERATIONS: The project is exempt from the California Environmental Quality Act under Section 15301, class 1 Existing Facilities.

ADJACENT LAND USES: The project site is located on 29 Palms Hwy, east of Kickapoo Trail. The Park and Ride Facility is located to the north of the project site. The properties to the south include retail and restaurant. The property to the east is vacant. The properties to the west include vehicle restoration and vacant land.

SITE CHARACTERISTICS: The site is an existing recreational vehicle park with fifteen spaces, an on-site manager's apartment, laundry and shower facilities and common open space.

BUILDING ELEVATIONS: No permanent structures or enclosed buildings are proposed. The request is for the addition of four spaces in an existing recreational vehicle park.

DISCUSSION: This project was originally approved by the Town Council in 1995. The project was approved as a ten (10) space recreational vehicle park. The grading plan that was approved at the time of original construction identified fifteen (15) spaces, which is what currently exists on the property.

The following are the general standards for recreational vehicle parks required by Section 9.08.060 (B) of the Towns Development Code: These standards were adopted by the Town following approval of the Yucca Valley RV Park. These standards were not modified or amended with the recent Development Code Update project, and remain in effect today.

- a. All recreational vehicle parks contain minimum of ten acres.
The project site is 1.28 acres.
- b. Length of occupancy for any recreational vehicle shall not exceed 120 continuous days or 180 days in any one year period.
This standard has been included as a Condition of Approval.
- c. Each site/space shall be of a size and shape that will provide reasonable area for the parking of the recreational vehicles next to the utility connections and for parking of another vehicle side by side.
*The existing spaces are designed for an automobile to park in front of the RV.
The proposed spaces are not designed to include area for an automobile.*
- d. Each site/space in the park shall be identified with an individual number in logical sequence and shown on the approved site plan for the park.
A condition of approval has been added to renumber the spaces in the park.
- e. A six-foot high masonry wall or approved equivalent fencing shall be constructed along all exterior property lines to protect the existing or future use of the adjacent property. Fencing along any street frontage may consist of a six-foot high decorative wrought iron or masonry wall.
Perimeter fencing was installed during the construction of the RV Park.
- f. Each space shall have direct access to an abutting paved roadway. The roadways with the park shall be paved in accordance with Town standards to a width of not less than 30 feet for two-way traffic and a minimum width of not less than 20 feet for one-way traffic. One-way drive aisles must originate and terminate at two-way drive aisles.
The paved drive aisle through the center of the RV Park is approximately 26 feet wide.
- g. Roadways shall not be used for parking.
This standard has been included as a Condition of Approval.
- h. All recreational vehicle parks shall be designed to allow for two access points to a public thoroughfare.

The property has access from 29 Palms Hwy on the south and access from the Park and Ride facility on the north.

- i. Each space shall contain a picnic table, barbeque, and at least one shade tree for every two RV spaces.

These amenities were included with the construction of the RV Park.

- j. All exterior lighting shall comply with Chapter 8.70 (Outdoor Lighting).

This standard has been included as a Condition of Approval.

- k. Refuse containers shall be conveniently located throughout the park and contained within a trash enclosure in accordance with Town standards.

The property has a one bin trash enclosure on the south side of the property.

- l. Common recreational area shall be required for all recreational vehicle parks. The recreation area may contain a clubhouse, swimming pool, game courts, and open areas. Open areas may be either designed for active or passive recreation, provided that the slope of the land does not exceed a gradient of ten percent. Grade of ten percent or more shall be common area, but not counted as recreational area.

No recreational facilities are provided. Also please see further discussion in the staff report regarding the original conditions of approval.

- m. Each space shall be improved with paving, gravel, or other non-paved surface as approved by the Town.

Each space is improved with gravel.

- n. Each recreational vehicle park shall be landscaped in accordance with a landscape plan approved by the Planning Division.

Landscaping was installed per the approved landscape plan with the construction of the RV Park.

- o. The facility shall have an on-site manager. The managers living quarters can either be a recreational vehicle or a single family residence.

An on-site manager's apartment was constructed at the time of construction for the RV Park.

Original Approval/Conditions of Approval:

The first application filed for the project in 1994 was denied by the Town Council due to lack of amenities identified with the application and concern of near and long term deterioration of the site with long term guests, storage and related physical characteristics. A new application was filed and approved by the Town Council in May 1995. The revised project application contained a stick built structure containing a managers' apartment, recreation room, indoor

Conditional Use Permit, CUP 03-95 YV RV Park amendment #1
May 12, 2015 Planning Commission Meeting

spa, showers, restrooms and renovation of the former swimming pool on the site. The swimming pool was never rehabilitated and non-permitted RV parking spaces, without septic waste disposal, have been developed on that area of the site. The indoor spa was never developed.

Based upon the change in the ultimate width for SR 62, with 67 half width dedication requirements, in addition to a 15' Development Code required setback, the existing building on site will be located within the building setback area, which is unavoidable. RV space 17 is also located within the 15' setback area.

As indicated in the applicant's letter of August 21, 2014, during a time period when the RV park was leased to a different operator, the operator at that time installed additional RV spaces, ground plumbing and electrical service, without benefit of permits or approvals. Following field investigations and review of non-permitted construction, as well as facility capacity, ground plumbing was disconnected from three of the four spaces added, including spaces 16, 17, and 18. The dump station for RVs was ordered removed by the Regional Water Quality Control Board, according to the project owner, and that previous dump station septic system now serves space number 1A. Spaces 16, 17 and 18 have both electrical and water service, but no septic waste disposal connections.

Based upon legal nonconforming status and the limited parameters for site intensification, the lack of wastewater disposal for spaces 16, 17, and 18, and the location of space 17 within a required set back area, the recommended action is to approve one additional RV space, space 1A, for the project.

FINDINGS:

- (a) The location, size, design, density and intensity of the proposed development is consistent with the General Plan, the purpose of the land use district in which the site is located, and the development policies and standards of the Town;
The project is located at an existing recreational vehicle park. Since development of the project, the General Plan designations and Zoning designations have been changed and the project is now a legal nonconforming use of property. The project could not be developed today if this was a new application

- (b) The location, size, design and architectural design features of the proposed structures and improvements are compatible with the site's natural landform, surrounding sites, structures and streetscapes;
There are no additional structures proposed for the project. There is no additional or new grading.

- (c) The proposed development produces compatible transitions in the scale, bulk, coverage, density and character of the development between adjacent land uses;
The proposed project is an existing recreational vehicle park with a one story on-site manager's apartment. The project is located in an area of vacant lots and one story commercial buildings.

- (d) The building site and architectural design is accomplished in an energy efficient manner;
No enclosed buildings are proposed as part of this request.

- (e) The materials, textures and details of the proposed construction, to the extent feasible, are compatible and consistent with the adjacent and neighboring structures;
No structures are proposed for this project. The existing building is a wood frame stucco building.

- (f) The development proposal does not unnecessarily block views from other buildings or from public ways, or visually dominate its surroundings with respect to mass and scale to an extent unnecessary and inappropriate to the use;
The proposed project is located on a site with an existing recreational vehicle park, which includes a one story on-site manager's apartment.

- (g) That the amount, location, and design of open space and landscaping conforms to the requirements of the Development Code, enhances the visual appeal and is compatible with the design and functions of the structure(s), site and surrounding area;
The property is landscaped in compliance with the landscape plans which were approved at the time of approval for the original Conditional Use Permit.

- (h) The quality in architectural design is maintained in order to enhance the visual desert environment of the Town and to protect the economic value of existing structures;
The existing structure is a one story wood frame stucco building. No additional structures are proposed as part of the project.
- (i) There are existing public facilities, services, and utilities available at the appropriate levels and/or that new or expanded facilities, services and utilities shall be required to be installed at the appropriate time to serve the project as they are needed;
Services required to facilitate this development such as water and electric are currently in place on the project site. All new utilities are required to be placed underground in accordance with Ordinance 233. There is a lack of septic waste disposal available for all proposed RV parking spaces.
- (j) That access to the site and circulation on and off-site is required to be safe and convenient for pedestrians, bicyclists, equestrians and motorists;
The project as access from 29 Palms Hwy on the south side of the property and access across the Park and Ride facility on the north side of the project site. An agreement with the Town of Yucca Valley is necessary in order to provide legal emergency access only.
- (k) That traffic generated from the proposed project has been sufficiently addressed and mitigated and will not adversely impact the capacity and physical character of surrounding streets;
The project is located on 29 Palms Hwy. There are no traffic impacts identified with the addition of an rv space to the recreational vehicle park.
- (l) That traffic improvements and/or mitigation measures have been applied or required in a manner adequate to maintain a Level of Service C or better on arterial roads, where applicable, and are consistent with the Circulation Element of the Town General Plan;
No traffic improvements or mitigation measures are required for this project.
- (m) There will not be significant harmful effects upon environmental quality and natural resources including endangered, threatened, rare species, their habitat, including but not limited to plants, fish, insects, animals, birds or reptiles;
The project is located at an existing recreational vehicle park. The addition of the extra spaces will not have harmful effects on environmental quality or natural resources.

- (n) There are no other relevant or anticipated negative impacts of the proposed use that cannot be mitigated and reduced to a level of non-significance in conformance with CEQA, the California Environmental Quality Act;

The proposal is exempt from the California Environmental Quality Act (CEQA) Section, 15301, Class 1 Existing Facilities.

- (o) The impacts which could result from the proposed development, and the proposed location, size, design and operating characteristics of the proposed development, and the conditions under which it would be operated or maintained will not be considered to be detrimental to the public health, safety and welfare of the community or be materially injurious to properties and/or improvements within the immediate vicinity or be contrary to the General Plan; and

No new impacts have been identified from the addition of one RV space to the park.

- (p) The proposed development will comply with each of the applicable provisions of the Development Code, and applicable Town policies, except approved variances.

The project is a legal nonconforming use of land and would not be allowed to be constructed if the project were proposed today. The project is also nonconforming with setback requirements with the dedication of 67' half width easements for SR 62.

Attachments:

1. Standard Exhibits
2. Application materials
3. Site Plan
4. Notice of Hearing
5. OTSP Table 4-1 Allowable Uses and Permit Requirements
6. Section 9.08.060(B) Recreational Vehicle Parks
7. Development Code Use Tables, Commercial Zoning Districts
8. Development Code Use Tables, Residential Zoning Districts
9. Chapter 9.03, Nonconforming Lots, Structures, and Uses
10. May 5, 1995 Town Council Staff Report and Minutes

**TOWN OF YUCCA VALLEY
CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT, CUP 03-95 AMENDMENT #1
YUCCA VALLEY RV PARK**

This approval is for Conditional Use Permit, CUP 03-95 Amendment #1, a request to add one additional space to an existing 15 space recreational vehicle park. The project is located at 55408 29 Palms Hwy and is also identified as APN: 586-101-03.

GENERAL CONDITIONS

- G1. The applicant shall agree to defend, indemnify and hold harmless the Town of Yucca Valley, its agents, officers and employees, at his sole expense, against any action, claim or proceedings brought against the Town or its agents, officers or employees, to attack, set aside, void, or annul this approval or because of the issuance of such approval, or in the alternative, to relinquish such approval, in compliance with the Town of Yucca Valley Development Code. The applicant shall reimburse the Town, its agents, officers, or employees for any court costs, and attorney's fees which the Town, its agents, officers or employees may be required by a court to pay as a result of such action. The Town may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his obligations under this condition. The Town shall promptly notify the applicant of any claim, action or proceedings arising from the Town's approval of this project, and the Town shall cooperate in the defense.
- G2. This Conditional Use Permit shall become null and void if construction has not commenced within three (3) years of the Town of Yucca Valley date of approval. Extensions of time may be granted by the Planning Commission, in conformance with the Town of Yucca Valley Development Code. The applicant is responsible for the initiation of an extension request.

Approval Date: MAY 12, 2015

Expiration Date: MAY 12, 2018

- G3. The applicant shall ascertain and comply with requirements of all State, County, Town and local agencies as are applicable to the project. These include, but are not limited to, County of San Bernardino Environmental Health Services, County of San Bernardino Transportation/Flood Control, County of San Bernardino Fire Department, Yucca Valley Building and Safety, Caltrans, High Desert Water District, Airport Land Use Commission, California Regional Water Quality Control Board, Colorado River Region, the Federal Emergency Management Agency, MDAQMD-Mojave Desert Air Quality Management District, Community Development, Engineering, and all other Town Departments.

- G4. All conditions are continuing conditions. Failure of the applicant to comply with any or all of said conditions at any time may result in the revocation of any construction permits for the project.
- G5. No on-site or off-site work shall commence without obtaining the appropriate permits for the work required by the Town and the appropriate utilities. The approved permits shall be readily available on the job site for inspection by Town personnel.
- G6. The applicant shall pay all fees charged by the Town as required for application processing, plan checking, construction and/or inspections. The fee amounts shall be those which are applicable and in effect at the time work is undertaken and accomplished. Fees for entitlement prior to construction permits are based on estimated costs for similar projects. Additional fees may be incurred, depending upon the specific project. If additional fees for services are incurred, they must be paid prior to any further processing, consideration, or approval(s).
- G7. All improvements shall be inspected by the Town as appropriate. Any work completed without proper inspection may be subject to removal and replacement under proper inspection.
- G8. All refuse shall be removed from the premises in conformance with Yucca Valley Town Code 33.083.
- G9. During construction, the Applicant shall be responsible to sweep public paved roads adjacent to the project as necessary and as requested by the Town to eliminate any site related dirt and debris within the roadways. During business activities, the applicant shall keep the public right-of-way adjacent to the property in a clean and sanitary condition.
- G10. No staging of construction equipment or parking of worker's vehicles shall be allowed within the public right-of-way of streets or other public improvements that have been accepted into the Town's maintained system
- G11. All existing street and property monuments within or abutting this project site shall be preserved consistent with AB 1414. If during construction of onsite or offsite improvements monuments are damaged or destroyed, the applicant shall retain a qualified licensed land surveyor or civil engineer to reset those monuments per Town Standards and file the necessary information with the County Recorder's office as required by law (AB 1414).
- G12. Each phase of the project shall function independently of all other phases. All improvements shall be completed for each phase to ensure that each phase functions separate from the remainder of the project, and shall include, but not be limited to, street improvements, drainage and retention/detention facilities, water delivery systems, fire suppressions systems, post construction erosion and

sediment control systems, all utilities necessary to serve the project, and those improvements deemed necessary by the Town. All phasing plans shall be illustrated on rough and precise grading plans, erosion and sediment control plans, all plan required for obtaining native plant plan approval, and on any other plan as deemed necessary by the Town.

- G13. At least one sign per fronting street shall be posted on the site and must contain the following information: the grading permit number, the project name, map number (if appropriate), the authorized dust controller phone number(s), the Town phone number and the Mojave Desert Air Quality Management District (MDAQMD) phone number. The signs must be obtained and installed by the developer using the sample format to be provided. The signs must be present at the pre-construction meeting or the grading permit will not be issued. The developer must keep the contact name and phone number active and current at all times. Failure of the contact system may be considered grounds for revocation of the permit.
- G14. At the time of permit issuance the applicant shall be responsible for the payment of fees associated with electronic file storage of documents
- G15. The Applicant shall reimburse the Town for the Town's costs incurred in monitoring the developer's compliance with the Conditions of Approval including, but not limited to, inspections and review of developer's operations and activities for compliance with all applicable dust and noise operations. This condition of approval is supplemental and in addition to normal building permit and public improvement permits that may be required pursuant to the Yucca Valley Municipal Code.
- G16. Prior to the issuance of a Certificate of Occupancy for any habitable structure in each phase of the project, all improvements shall be constructed, final inspection performed, punch-list items completed, and all installations approved by the appropriate agency.
- G17. After final plan check by the Town, original mylars (4 mil) shall be submitted to the Town for signature by the Town Engineer. All original mylars submitted for Town Engineer's signature must contain the design engineer's wet signature and stamp and all other required signatures.
- G18. For any import or export of material, the Project proponent shall provide the following for review by the Town Engineer: the route of travel, number of trucks, daily schedule, and length of time required. No hauling of material shall begin without the Town Engineer's approval.
- G19. Prior to any work being performed within the public right-of-way, the Project proponent shall provide the name, address, telephone, facsimile number, and e-mail address of the Contractor to perform the work. A description of the location,

purpose, method of construction, and surface and subsurface area of the proposed work shall be supplied. A plat showing the proposed location and dimensions of the excavation and the facilities to be installed, maintained, or repaired in connection with the excavation, shall be provided and such other details as may be required by the Town Engineer.

- G20. The site shall be developed in accordance with the approved plans on file with the Town of Yucca Valley, in accordance with the Conditions of Approval approved for the project, and in accordance with the General Plan and Development Code. Prior to any use of the project site or business activity being commenced thereon, all Conditions of Approval shall be completed to the satisfaction of the Town.
- G21. Prior to issuances of building permits, all site plans, grading plans, landscape and irrigation plans, drainage/flood control plans, public improvement plans, erosion and sediment control plans, shall be coordinated for consistency with this approval.
- G22. The Town may allow phased construction of the project provided that the improvements necessary to adequately serve or mitigate the impacts of each phase of development are completed prior to the issuance of a Certificate of Occupancy for that phase.
- G23. The applicant or the applicant's successor-in-interest shall be responsible for maintaining any undeveloped portion of the site in a manner that provides for the control of weeds, erosion and dust.
- G24. If archaeological, paleontological or historical resources are uncovered during excavation or construction activities at the project site, work in the affected area will cease immediately and a qualified person with appropriate expertise shall be consulted by the applicant regarding mitigation measures to preserve or record the find. Recommendations by the consultant shall be implemented as deemed necessary and feasible by the Town before work commences in the affected area. If human remains are discovered, work in the affected area shall cease immediately and the County Coroner shall be notified. If it is determined that the remains might be those of a Native American, the California Native American Heritage Commission shall be notified and appropriate measures provided by State law shall be implemented.
- G25. All street dedications shall be irrevocably offered to the public and shall continue in force until the Town accepts or abandons such offers. All dedications shall be free of all encumbrances as approved by the Town Engineer.
- G26. The street design and circulation pattern of this project shall be coordinated with adjoining developments.

- G27. The final conditions of approval issued by the approving authority shall be photographically or electronically placed on bond (blue/black line) paper and included in the Grading and Street Improvement plan sets on 24" x 36" bond (blue/ black line) paper and submitted with the plans for plan check. These conditions of approval shall become part of these plan sets and the approved plans shall be available in the field and during construction. Plan check fees shall not be charged for sheets containing the Conditions of Approval.
- G28. Prior to issuance of a certificate of occupancy, the applicant shall submit all improvement plans on compact disks in digital format acceptable to the Town Engineer.
- G29. Violations of any condition or restriction or prohibition set forth in these conditions, including all approved construction plans, public and private, for this project and subject to the Town's overall project approval and these conditions of approval, shall subject the owner, applicant, developer or contractor(s) to the remedies as noted in the Municipal Code. In addition, the Town Engineer or Building Official may suspend all construction related activities for violation of any condition, restriction or prohibition set forth in these conditions until such time as it has been determined that all operations and activities are in conformance with these conditions.

PLANNING CONDITIONS

- P1. The development of the property shall be in conformance with FEMA and the Town's Floodplain Management Ordinance requirements. Adequate provision shall be made to intercept and conduct the existing tributary drainage flows around or through the site in a manner that will not adversely affect adjacent or downstream properties at the time the site is developed. Protection shall be provided by constructing adequate drainage facilities, including, but not limited to modifying existing facilities or by securing a drainage easement.
- P2. All new service lines shall be underground in accordance with Ordinance 233, or as amended by Town Council.
- P3. All exterior lighting shall comply with the Ordinance 90, Outdoor Lighting and shall be illustrated on all construction plans.
- P4. Length of occupancy for any recreational vehicle shall not exceed 120 continuous days, or 180 days in any one year period.
- P5. Each site/space shall be of a size and shape that will provide reasonable area for the parking of the recreational vehicle next to the utility connections and for the parking of another vehicle side by side.

- P6. Roadways shall not be used for parking.
- P7. The site/spaces shall be renumbered in a logical manner and a revised site plan shall be submitted to the Town.

ENGINEERING CONDITIONS

- E1. **Dedicate or show there exists a 67 foot (half street) right of way for SR 62.**
- E2. All spaces shall be connected to the HDWD sewer system when sewer service is available to the property.
- E3. **The Applicant's engineer shall provide a signed and stamped letter certifying that the proposed improvements will not adversely affect the floodway. Pursuant to the Town's Floodplain Ordinance, not causing an adverse affect means the cumulative effect of the proposed development when combined with all other all other existing and anticipated development will not increase the water surface elevation of the base flood one foot or more. As part of the Floodplain Ordinance the Flood Plain Administrator is required to notify state and federal agencies of development within the floodplain if the Base Flood Elevation is changed due to physical alterations. The Applicants engineer shall be responsible to provide backup information, if requested by such state and federal agencies, supporting his certification.**
- E4. Prior to the issuance of a Grading Permit, a Grading Plan prepared by a recognized professional Civil Engineer shall be submitted, and the corresponding fees shall be paid to the Town prior to any grading activity. The rough and precise Grading Plans shall be reviewed and approved by the Town Engineer prior to issuance of grading permits. The applicant/owner is responsible for all fees incurred by the Town. Prior to Certificate of Occupancy, the Engineer-of-Record shall survey and certify that the site grading was completed in substantial conformance with the approved Grading Plans.
- E5. The rough grading shall be certified by a civil engineer that it was completed in substantial conformance with the approved rough Grading Plans. Prior to the issuance of any building permits the project Engineer shall certify the finished lot was graded in conformance to approved plans.
- E6. The Engineer-of-Record or other civil engineer shall survey and provide pad certification for the site prior to issuance of building permits.
- E7. Prior to the issuance of Permits, the Applicant shall comply with the recommendations of a site-specific Geotechnical and Soils Report which shall be reviewed and subject to Town approval. The report shall include recommendations for any onsite and offsite grading, foundations, compaction, structures, drainage, and existence of fault zones. It shall include

recommendations for retention basins, slope stability and erosion control. The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendation covering the adequacy of sites for development. The report shall identify if the site contains any areas susceptible to landslide risk, liquefaction potential and/or subsidence potential on the project site. The report shall identify and include the location of major geologic features, topography and drainage, distribution and general nature of rock and soils, a reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geological conditions, and the capability of soils and substrata to support structures.

- E8. All property corners, lots, easements, street centerlines, and curve radii shall be monumented and horizontally tied to identified control points. A copy of the monumentation survey and centerline tie notes shall be provided to the Town Engineer prior to certificate of occupancy.
- E9. All recommended approved measures identified in the Soils Report shall be incorporated into the project design.
- E10. A retention basin and/or underground storage system shall be constructed and functional prior to the issuance of certificate of occupancy for the any structure within the project. The applicant shall provide on-site retention for the incrementally larger flows caused by development of the site, pursuant to a final drainage report, subject to review and approval by the Town Engineer.
- E11. A final drainage report, prepared by a registered Civil Engineer, shall be prepared to determine the flows exiting the site under current undeveloped conditions compared to the incrementally larger flows due to the development of the site. The retention basin size will be determined, per County of San Bernardino Flood Control methodology, such that incremental 100 year 24-hour storm volume, plus 20%, is retained on-site.
- E12. In lieu of an engineered drainage report the retention basin and/or underground storage system shall be sized to retain 550 cubic feet of storm water for each 1,000 square feet, and increments thereof, of impervious area proposed (structures, driveways, parking areas, etc.).
- E13. Basin(s) shall be designed to fully dissipate storm waters within a 48 hour period.
- E14. A pre-filtration system shall be installed for all drain lines connected to any underground storage system to collect sediment and hydrocarbon material prior to discharge into the underground system.
- E15 Any grading or drainage onto private off-site or adjacent property shall require a written permission to grade and/or a permission to drain letter from the affected property owner.

- E16. In conjunction with precise grading certification, all retention/detention basins shall be certified by a civil engineer that they have been constructed in substantial conformance with the approved plans, and shall be certified that they have the required capacity and will operate in accordance with the approved drainage reports for the project.
- E17. In conjunction with precise grading certification, all drainage systems, both public and private, shall be certified by a civil engineer that they have been constructed in substantial conformance with the approved plans, and shall be certified that they have the required capacity and will operate in accordance with the approved drainage reports for the project.
- E18. No on-site or off-site work shall commence without obtaining the appropriate permits for the work involved from the Town. The approved permits shall be readily available on the job-site for inspection by the Town personnel.
- E19. All grading activities shall minimize dust through compliance with MDAQMD Rules 402 and 403.
- E20. Prior to issuance of a grading permit, a Fugitive Dust and Erosion and Sediment Control Plan shall be submitted and approved by the Town Engineer. The Fugitive Dust and Erosion and Sediment Control Plan shall illustrate all proposed phasing for construction of the project.
- E21. Prior to any work being performed in the public right-of-way, fees shall be paid and an encroachment permit shall be obtained from the Town. The Applicant shall apply for an encroachment permit from the Town for utility trenching, utility connection, or any other encroachment onto public right-of-way. The Applicant shall be responsible for the associated costs and arrangements with each public utility.
- E22. The Applicant shall restore any pavement cuts required for installation or extension of utilities for his project within the public right-of-way. In all cases where cuts are allowed, the Applicant is required to patch the cuts to Town standards and the approval of the Town Engineer. The patching shall include a grinding of the pavement to a width 4 feet beyond the edge of the trench on each side, or as determined by the Town Engineer, and replacement with a full-depth asphalt concrete recommended by the Soils Engineer.
- E23. In conjunction with the rough grading plan submittal, street plans prepared by a recognized professional Civil Engineer shall be submitted, and the corresponding fees shall be paid to the Town. The final street plans shall be reviewed and approved by the Town Engineer. The applicant/owner is responsible for all fees incurred by the Town. Prior to Certificate of Occupancy, the Engineer-of-Record shall survey and certify that the site grading was completed in substantial conformance with the approved Grading Plans.
- E24. The Applicant shall accept and properly dispose of all off-site drainage flowing onto or through the site.

- E25. The Applicant shall construct the replacement of any identified damaged curb and gutter, sidewalk, drive approach, asphalt concrete pavement, meter boxes, and other infrastructure that may be required by the Town Engineer or another Agency.
- E26. The Applicant shall install all water and sewer systems required to serve the project. All water and sewer systems shall be completed to the requirements of the Hi Desert Water District.
- E27. The Applicant shall observe the construction of this project to make certain that no damage or potential for damage occurs to adjacent roadway, existing improvements, adjacent property and other infrastructure. The applicant shall be responsible for the repair of any damage occurring to offsite infrastructure and/or property damage as determined by the Town Engineer. The applicant shall repair any such damage prior to certificate of occupancy. If the damage is such that it is not repairable within a reasonable amount of time as determined by the Town Engineer, the applicant may petition the Town Engineer for additional conditions that may allow him the time, amount of surety and other requirements to repair the damage.
- E28. The Applicant shall be responsible for all improvements constructed within the public right-of-way as required by the conditions of approval. The improvements shall be constructed to the standards and requirements as determined and approved by the Town Engineer. Any improvements not considered to be to the required standards shall be replaced by the Applicant. The Applicant shall be required to maintain and repair those improvements prior to and after acceptance by the Town Council for the length of time required by the applicable conditions, standards and ordinances.
- E29. All improvement plans shall be designed by a Registered Civil Engineer.
- E30. Any area which remains undeveloped for a period of more than 30 days shall be stabilized using either chemical stabilizers or a desert wildflower mix hydroseed on the affected portion of the site.
- E31. Prior to the issuance of any grading permit to disturb, expose or stockpile an aggregate of more than one acre of land, an erosion and sediment control plan for the project shall be submitted to and approved by the Town Engineer and securities meeting the requirements contained herein shall be posted with the Town. The amount of the security shall be equal to one hundred (100) percent of the total estimated cost of the erosion and sediment control system(s). The permittee's estimate of such cost shall be subject to the review and approval of the Town engineer. The erosion and sediment control security shall be in the form of a Cash Deposit.
- E32. The Applicant shall be responsible for inspection, modification, and proper maintenance of the erosion control devices as necessary. If the Applicant fails or refuses to properly maintain the erosion control devices, the Town official may cause emergency maintenance work to be done in order to protect potentially impacted property. The cost shall be deducted from the erosion control security

posted for the project and shall include all costs related to the emergency maintenance including initial mobilization and performance of the work in addition to applicable administrative costs.

- E33. If the Applicant fails or refuses to properly maintain the erosion control devices, the Town Engineer may cause emergency maintenance work to be done in order to protect potentially impacted property. The cost shall be deducted from the erosion control security posted for the project and shall include all costs related to the emergency maintenance including initial mobilization and performance of the work in addition to applicable administrative costs.
- E34. If construction of erosion control systems outside of the project boundaries is necessary, permission to construct such systems from the owner of such off-site property is required. Plans for the off-site system shall be included with the on-site plans submitted to the Town Engineer. The plans for the off-site erosion control system shall include permission to grade and maintain the erosion control system from all affected property owners and letters of clearance and/or permits from all appropriate governmental entities.
- E35. The Applicant shall submit a post construction erosion and sediment control plan which identifies and illustrates all necessary improvements to prevent the movement and or loss of any soil and sediment materials from the project site, including all individual lots for construction of habitable structures, all slope banks, and all areas of the site capable of resulting in the deposit of soils and sediments with the street or storm drain system. The post construction erosion and sediment improvements shall be certified by a civil engineer that they were constructed in substantial conformance with the approved plans and specifications.
- E36. The septic system shall be maintained so as not to create a public nuisance and shall be serviced by a DEHS permitted pumper. Soil testing for the subsurface disposal system shall meet the requirements of the Department of Environmental Health Services. Applicant shall submit a minimum of three (3) copies of percolation reports for the project site and an appropriate fee to DEHS for review and approval, a copy of the cover sheet with an approval stamp to Building and Safety Division at the time of building permit application, and two (2) copies of the approved percolation report to the Building and Safety Division at the time of construction plan check. The location of the septic system shall be shown on the project grading plans. **It shall be the developer's responsibility to ensure that the location of the septic system and any proposed underground stormwater collection system meet applicable codes related to separation distances.**
- E37. Prior to the approval of the improvements plans, the hydrology study shall show that the 10-year storm flow will be contained within the curb to curb improvements, and the 100-year storm flow shall be contained within the street

right-of-way. When either of these criteria is exceeded, additional drainage facilities shall be installed.

- E38. It is understood that the Conditional Use Permit plans correctly shows all existing easements, traveled ways and drainage courses, and that their omission may require the Conditional Use Permit plans to be resubmitted for further consideration.
- E39. Private drainage easements for cross-lot drainage shall be dedicated and delineated on the final map.
- E40. A construction area traffic control plan, including temporary and final permanent striping, shall be designed by a registered Civil Engineer or Traffic Engineer for review and approval by the Town Engineer for any street construction, closure, detour or other disruption to traffic circulation.
- E41. All street closures must be approved by Town Council action.
- E42. The following shall information regarding the presence of the Marine Corps Air Ground Combat Center (MGAGCC) shall be recorded on the title of each property contained within the boundaries of the Conditional Use Permit.

“The Marine Corps Air Ground Combat Center is located in the Morongo Basin. To prepare Marines for future conflicts, the MGAGCC carries out realistic training with military munitions, both day and night. As a result, Military aircraft fly over the area, and military vehicles drive on and off the base every day. This property is located directly under two aircraft flying routes and is located approximately 13 miles from the installation boundary. Consequently, you should expect to hear military training, see low-flying military aircraft, and encounter other experiences associated with the important mission of the MCAGCC”.
- E43. After final plan check by the Town, original mylars (4 mil) shall be submitted to the Town for signature by the Town Engineer. All original mylars submitted for the Town Engineer’s signature must contain the design engineer’s wet signature and stamp and all other required signatures.
- E44. The project street and lot grading shall be designed in a manner that perpetuates the existing natural drainage patters with respect to tributary drainage area and outlet points. Unless otherwise approved by the Town Engineer, lot lines shall be located at the top of slopes.
- E45. Improvement plans shall be based upon a centerline profile, extending beyond the project boundaries a minimum distance of 300 feet at a grade and alignment approved by the Town Engineer.

- E46. The applicant shall enter into an agreement with the Town of Yucca Valley for emergency access only through the Town's property on the north side of the RV Park.

BUILDING AND SAFETY CONDITIONS

- B1. Prior to the delivery of combustible materials, the following items shall be accepted as complete:
- a. The water system is functional from the source of water past the lots on which permits are being requested (i.e. All services are installed, valves are functional and accessible, etc.); and
 - b. Fire hydrants are accepted by the County Fire Department and the Hi Desert Water District. The fire hydrants associated with each phase shall be functioning prior to issuance of building permits.
- B2. The applicant shall submit three sets of plans to the Building and Safety Dept. for plan check and approval.
- B3. At the time of building plan check submittal, the applicant shall provide approval from the San Bernardino County Fire Dept.
- B4. Prior to final inspection, all required improvements shall be constructed and finalized and accepted by the appropriate agency prior to the issuance of a Certificate of Occupancy.

Fire Conditions

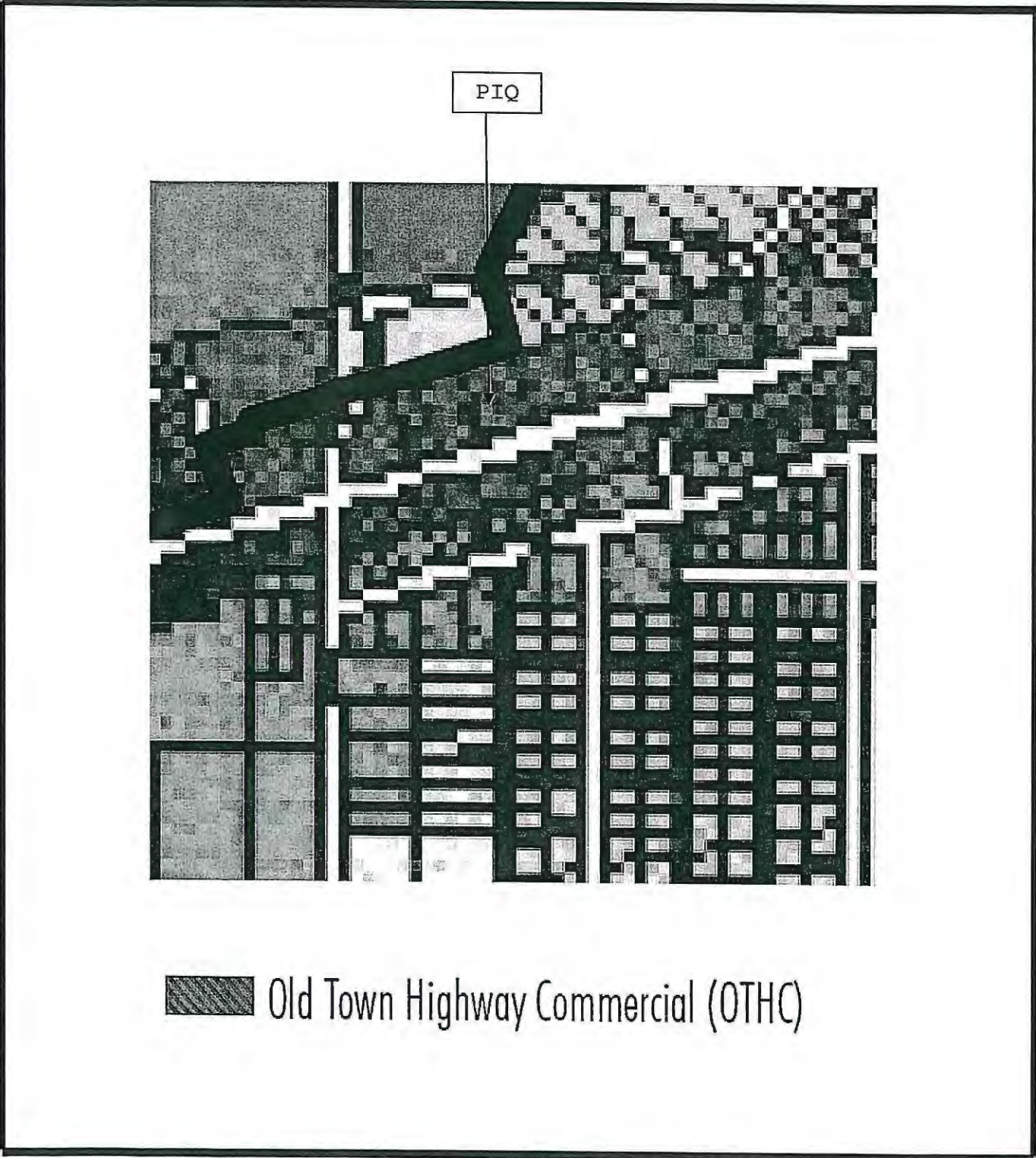
- F1. Prior to any construction occurring on any parcel, the applicant shall contact the Fire Department for verification of current fire protection requirements. All new construction shall comply with the current Uniform Fire Code requirements and all applicable statutes, codes, ordinances and standards of the Fire Department.
- F3. The Applicant shall be responsible for all fees required by San Bernardino County Fire Department.
- F4. The Development shall have a minimum of two points of vehicular access. These are for fire/emergency equipment access and evacuation routes.
- F5. A KNOX padlock will be required for the rear entry gate.

I HEREBY CERTIFY THAT THE APPROVED CONDITIONS OF APPROVAL WILL BE SATISFIED PRIOR TO OR AT THE TIMEFRAMES SPECIFIED AS SHOWN ABOVE. I UNDERSTAND THAT FAILURE TO SATISFY ANY ONE OF THESE CONDITIONS WILL PROHIBIT THE ISSUANCE OF ANY PERMIT OR ANY FINAL MAP APPROVAL.

Applicant's Signature _____ Date _____

TOWN OF YUCCA VALLEY

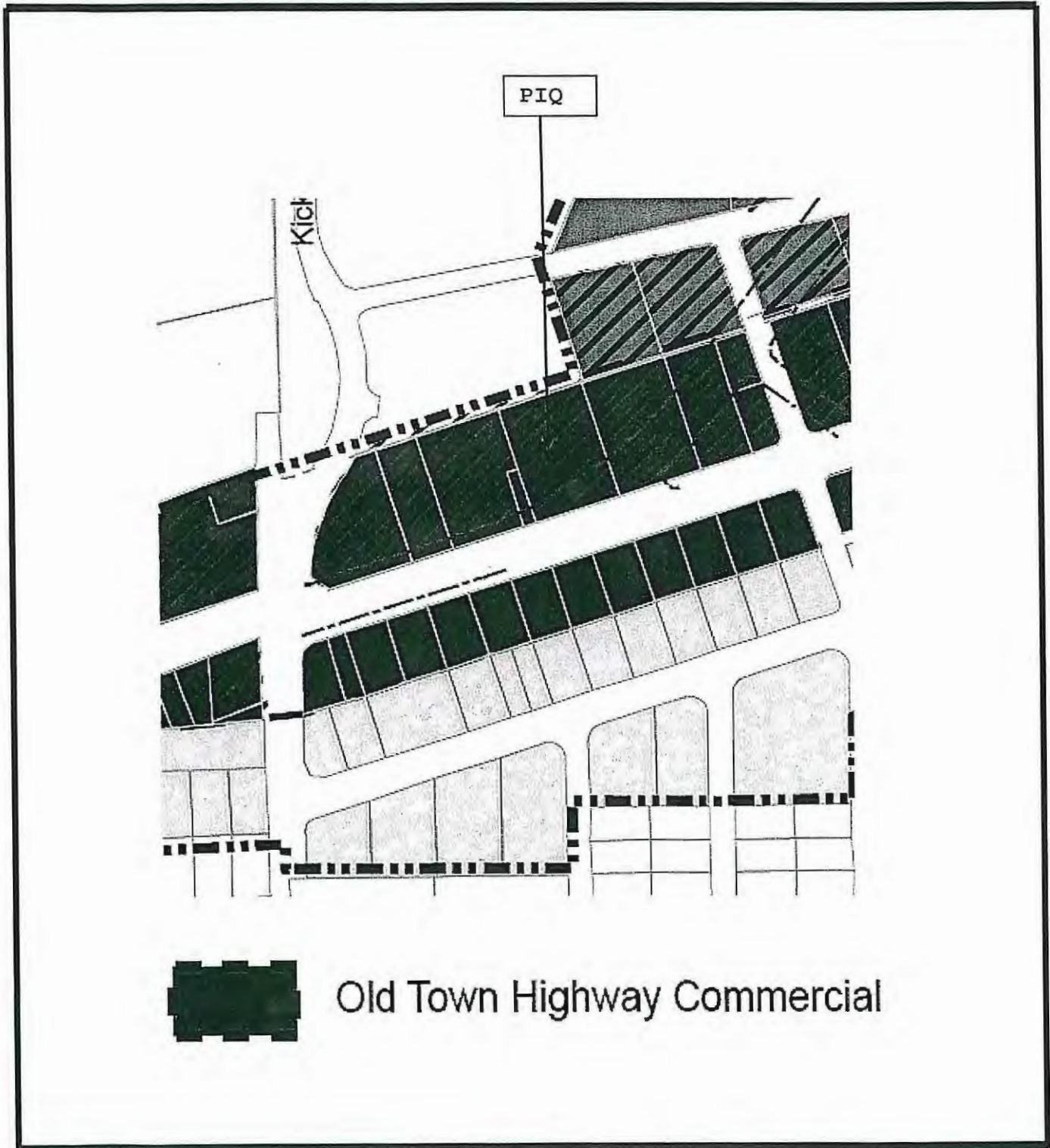
PROJECT NO.: CONDITIONAL USE PERMIT, CUP 03-95, AMENDMENT #1 YUCCA VALLEY RV PARK



GENERAL PLAN LAND USE MAP

TOWN OF YUCCA VALLEY

PROJECT NO.: CONDITIONAL USE PERMIT, CUP 03-95, AMENDMENT #1 YUCCA VALLEY RV PARK



ZONING MAP

TOWN OF YUCCA VALLEY

PROJECT NO.: CONDITIONAL USE PERMIT, CUP 03-95, AMENDMENT #1 YUCCA VALLEY RV PARK

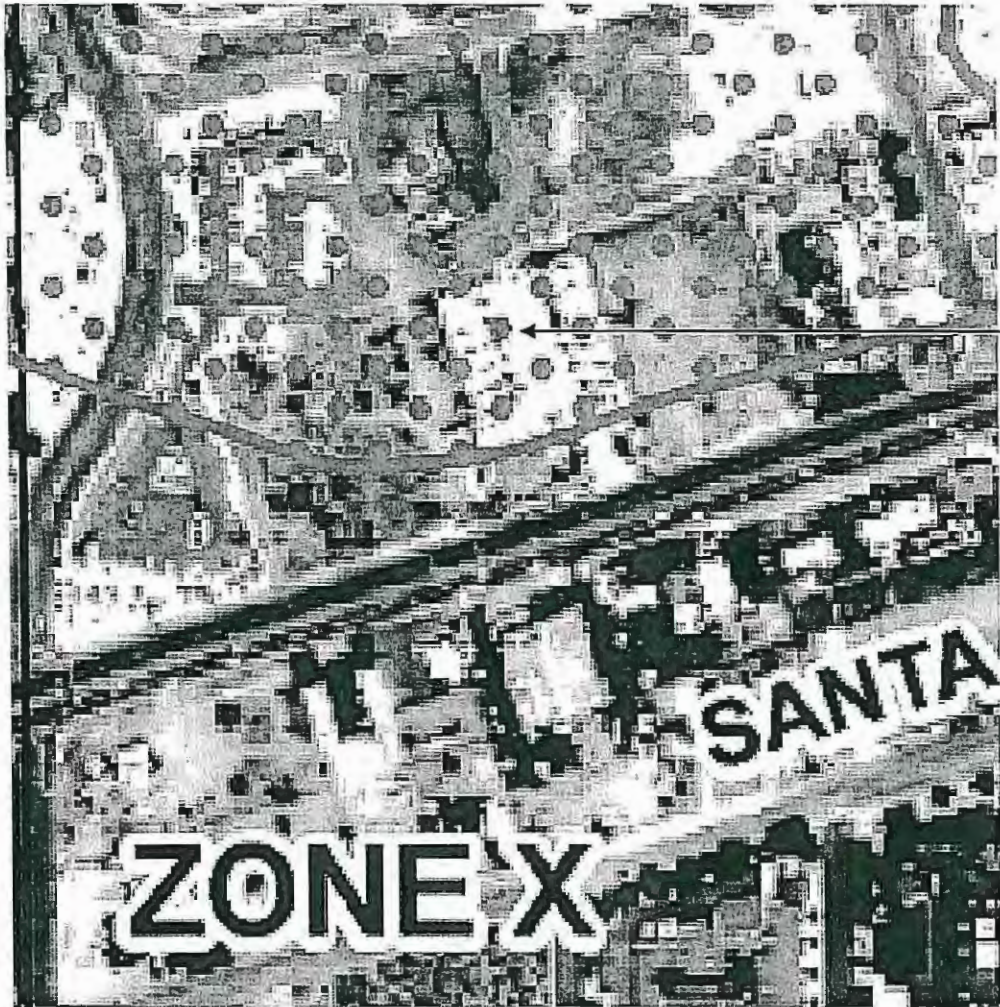
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AERIAL PHOTO

TOWN OF YUCCA VALLEY

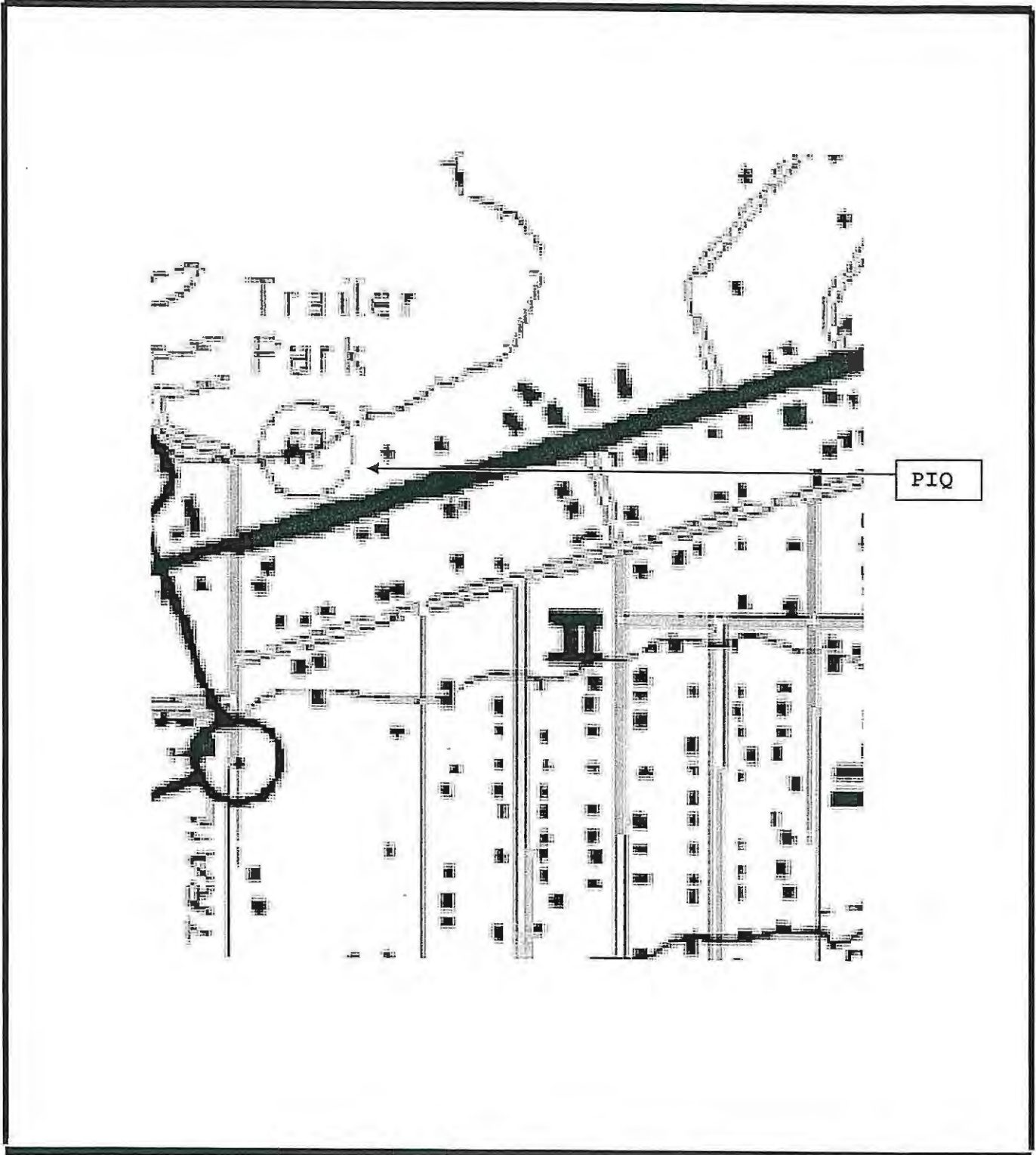
PROJECT NO.: CONDITIONAL USE PERMIT, CUP 03-95, AMENDMENT #1 YUCCA VALLEY RV PARK



FEMA FLOOD MAP-ZONE A, MAP 8855

TOWN OF YUCCA VALLEY

PROJECT NO.: CONDITIONAL USE PERMIT, CUP 03-95, AMENDMENT #1 YUCCA VALLEY RV PARK



ALQUIST PRIOLO MAP



Conditional Use Permit Application

Date Received	03/10/15
By	D OLSEN
Fee	1492.50
Case #	CUP 03-95 amend 1
EA #	

General Information

APPLICANT MAHENDRA & LATA PANDHI Phone (562) 405-6502 Fax _____

Mailing Address 55408, 29 Palms Hwy Email pandhi2009@gmail.com

City Yucca Valley State CA Zip 92284

REPRESENTATIVE Lender Degin Phone 760-365-1286 Fax _____

Mailing Address 7755 Cherokee Tr Email _____

City Yucca Valley State CA ZIP 92284

PROPERTY OWNER Mahendra & Lata Pandhi Phone (562) 405-6502 Fax _____

Mailing Address 55408, 29 Palms Hwy Email _____

City Yucca Valley State CA Zip 92284

Project Information

Project Address 55408, 29 Palms Hwy Yucca Valley, CA Assessor Parcel Number(s) 586-101-03

Project Location Same

Project Description: Our conditional use permit was for 15 spaces. 4 more spaces needs to be added. Total will be 19. (3 SPACES W/O SEWER CONNECTIONS)

Please attach any additional information that is pertinent to the application.

Town of Yucca Valley
 Community Development Department
 Planning Division
 58928 Business Center Dr
 Yucca Valley, CA 92284
 760 369-6575 Fax 760 228-0084
www.yucca-valley.org

Environmental Assessment

- Property boundaries, dimensions and area (also attach an 8 1/2 x 11" site plan):
200 FT BY 280 FT (site plan attached)
- Existing site zoning: * 3. Existing General Plan designation: *
- Precisely describe the existing use and condition of the site: RV Park
Condition is good
- Existing Zoning of adjacent parcels:
North _____ South _____ East _____ West _____
- Existing General Plan designation of adjacent parcels:
North _____ South _____ East _____ West _____
- Precisely describe existing uses adjacent to the site: one side is
Hot rod shop, back side is park & side
other side is vacant
- Describe the plant cover found on the site, including the number and type of all protected plants: land scapping is per our
approved plans in 1998. We have one
Jasura tree.

Note: Explain any "Yes" or "Maybe" responses to questions below. If the information and responses are insufficient or not complete, the application may be determined incomplete and returned to the applicant.

Yes Maybe No

- 9. Is the Site on filled or slopes of 15% or more or in a canyon? (A geological and/or soils Investigation report is required with this application.)
- 10. Has the site been surveyed for historical, paleontological or archaeological resources? (If yes, a copy of the survey report is to accompany this application.)
- 11. Is the site within a resource area as identified in the archaeological and historical resource element?
- 12. Does the site contain any unique natural, ecological, or scenic resources?
- 13. Do any drainage swales or channels border or cross the site?
- 14. Has a traffic study been prepared? (If yes, a copy of the study is to accompany this application.)
- 15. Is the site in a flood plain? (See appropriate FIRM)

N/A
* RV Park is existing

Project Description

Complete the items below as they pertain to your project. Attach a copy of any plans submitted as part of the project application and any other supplemental information that will assist in the review of the proposed project pursuant to CEQA.

1. Commercial, Industrial, or Institutional Projects:

- A. Specific type of use proposed: Existing RV Park
- B. Gross square footage by each type of use: Existing RV Park
- C. Gross square footage and number of floors of each building: BLDG IS EXISTING PER ORIGINAL APPROVED PLANS
- D. Estimate of employment by shift: OWNER OPERATED
- E. Planned outdoor activities: N/A

2. Percentage of project site covered by:

30 % Paving, 20 % Building, 10 % Landscaping, 40 % Parking

3. Maximum height of structures 20 ft. _____ in.

4. Amount and type of off street parking proposed: _____

5. How will drainage be accommodated? We have no drainage problem since we build the park in 1998

6. Off-site construction (public or private) required to support this project:
N/A

7. Preliminary grading plans estimate * cubic yards of cut and * cubic yards of fill

8. Description of project phasing if applicable: N/A

9. Permits or public agency approvals required for this project: _____

10. Is this project part of a larger project previously reviewed by the Town? If yes, identify the review process and associated project title(s) _____

N/A
* Existing RP.83 PARK

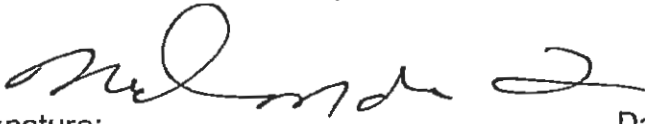
11. During construction, will the project: (Explain any "yes" or "maybe" responses to questions below – attach extra pages if necessary.)

Yes Maybe No

- A. Emit dust, ash, smoke, fumes or odors?
- B. Alter existing drainage patterns?
- C. Create a substantial demand for energy or water?
- D. Discharge water of poor quality?
- E. Increase noise levels on site or for adjoining areas?
- F. Generate abnormally large amounts of solid waste or litter?
- G. Use, produce, store, or dispose of potentially hazardous materials such as toxic or radioactive substances, flammable or explosives?
- H. Require unusually high demands for such services as police, fire, sewer, schools, water, public recreation, etc.
- I. Displace any residential occupants?

Certification


I hereby certify that the information furnished above, and in the attached exhibits, is true and correct to the best of my knowledge and belief.

Signature:  Date: 2/16/15

* N/A it is
EXISTING RV PARK


Owner/Applicant Authorization

Applicant/Representative: I/We have reviewed this completed application and the attached material. Information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs.


Signed: _____
Date: 2/16/15

Property Owner: I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs. I am hereby authorizing

_____ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: 
Dated: 2/16/15

.Project description and existing conditions letter

RV Park was built in 1998 with 15 spaces.

I was always absentee owner, running the park with employed managers.

7 Yrs ago we leased the park to managers for 2 yrs.

To make more money for them self they added 4 spaces w/o my knowledge or obtaining permit from town. All added spaces are working ok w/o any prob. since last 7 years.

Now I am 74 yrs old with several health issues and want to sell the park and retire. I would like to make additional 4 spaces legal and change our conditional Use permit to 19 spaces, so I can sell the park.

The description of changes are as follows,

1. Sewer lines:

Does not require any changes.

Sewer sytem, expense to get permit was so high we decided to rent spaces no 16, 17 & 18 w/o sewer connections and just offer electric, water, cable and Wi-Fi.

Dump station converted to space no. 1A, which did not require any sewer line changes.

2. Water line: Reqd very minor change.

Spce 16 water line was extended approx 30 ft from next space #15 also was extended another 20 ft for misc use like washing or cleaning.

Water line at sp#1A was existing for dump station to rinse sewer hose after dumping.

Building had side faucet which we are using to provide water to space nos 17&18

Electrical changes:

We hired Electrical P.E. to come and check main panels and all pedestals, did load calculations and recommended following changes:

1. change 50amp cb feeding space 17 to 30 amp to match wire size #8
2. Remove 50 amp receptacle from (4) pedestals 1A, 1, 2 and 3.

Dwg signed and stamped by P.E. is being provided.

Agreement to Pay All Development Application Fees

In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project (as indicated below) may not cover the total cost of processing this application. I/We are aware that if the account has 25% or less remaining prior to completion of the project, staff will notify the undersigned in writing, of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Further, I understand that if I do not submit the required additional deposit to the Town within 15 business days from the date of notification by the Town, the Town will cease processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council until the fees have been paid.

Any remaining deposit will be refunded to me at time of closeout after I have submitted any required approved project plans and forms, including signed conditions of approval, or upon my written request to withdraw the application.

As the applicant, I understand that I am responsible for the cost of processing this application and I agree that the actual costs incurred processing this application will be paid to the Town of Yucca Valley.

Deposit Paid: \$ _____

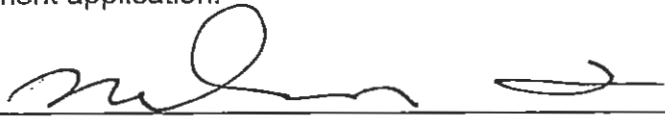
Applicant's Signature  Date: 3/10/15

Applicants Name MAHENDRA PANDHI
(Please print)



SURROUNDING PROPERTY OWNERS LIST CERTIFICATION
(To be submitted with application)

I, Mahendra M. Pandhi, certify that on 2/16/15 the attached property owners list was prepared by Mahendra Pandhi pursuant to the requirements of the Town of Yucca Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners of surrounding properties within a radius of _____ feet from all exterior boundaries of the subject property and is based on the latest equalized assessment rolls of the San Bernardino County Assessor's Office dated _____. I further certify that the information filed is true and correct to the best of my knowledge; I understand that incorrect and erroneous information may be grounds for rejection or denial of the development application.

Signed: 

Print Name: MAHENDRA PANDHI Date: 2/16/15



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the Town of Yucca Valley of my responsibilities, pursuant to California Government Code Section 65962.5, to notify the Town as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Office of Planning and Research, State of California (OPR).

I am informed and believe that the proposed site, for which a development application has been submitted, is not within any area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

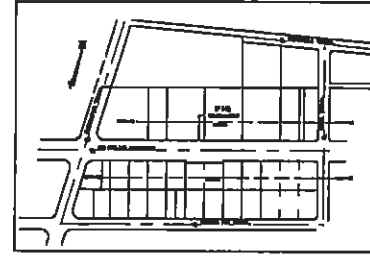
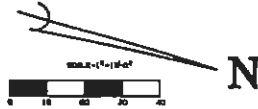
Dated: 2/16/15

MAHENDRA PANDHI

Applicant/Representative printed name



Applicant/Representative signature

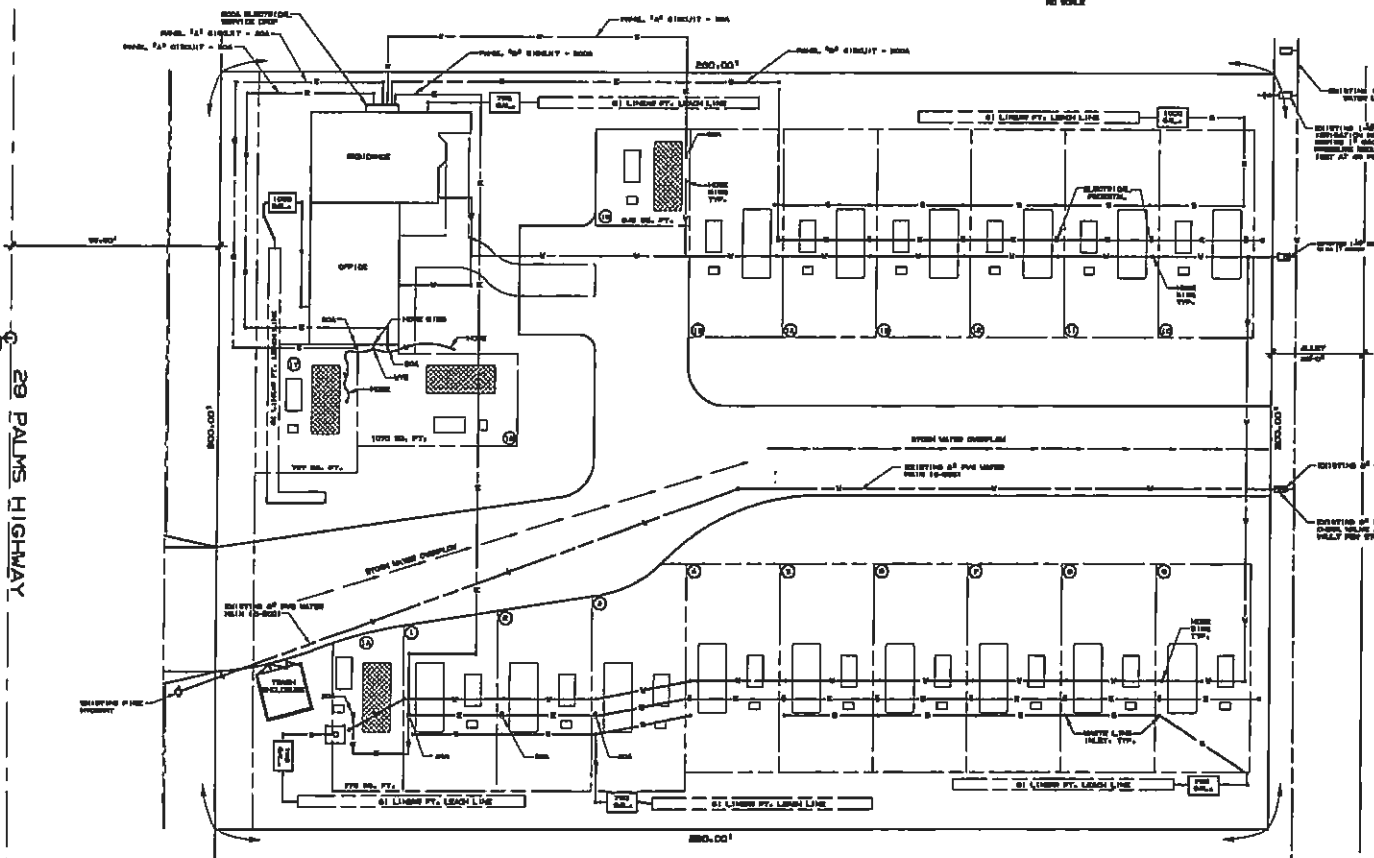


VICINITY MAP
NO SCALE

DATE	REVISIONS	SHEET NO.

RATIONALE

- NOTE:** THIS PLAN IS PREPARED TO DESCRIBE THE 4 PARCELS, OF WHICH ONLY ONE IS IDENTIFIED BY ADDRESS TO THE OFFICIAL RECORDS. THESE PARCELS HAVE BEEN IDENTIFIED BY THE ADDRESS AND STREET FRONTAGE INFORMATION, AND WITHOUT A PERMIT.
- THE EXISTING, UNDER AND THE UTILITY LINES THAT CROSS THIS JOB ARE CALLED OUT TO IDENTIFY THEM.**
- SPACE 104:** EXISTING, UNDERLY WILL BE PROVIDED BY A NEW SAN SYSTEM IN PARCEL 1A. UNDERLY WILL BE SUPPLIED BY A NEW SAN SYSTEM BY A NEW SAN SYSTEM BY THE WATER LINE AT SPACE 10; NO CONNECTION TO THE EXISTING SERVICE SYSTEM WILL BE PROVIDED.
 - SPACE 171:** EXISTING, UNDERLY WILL BE PROVIDED BY A NEW SAN SYSTEM IN PARCEL 1A. UNDERLY WILL BE SUPPLIED BY A NEW SAN SYSTEM BY A NEW SAN SYSTEM BY THE WATER LINE AT SPACE 10; NO CONNECTION TO THE EXISTING SERVICE SYSTEM WILL BE PROVIDED.
 - SPACE 103:** EXISTING, UNDERLY WILL BE PROVIDED BY A NEW SAN SYSTEM IN PARCEL 1A. UNDERLY WILL BE SUPPLIED BY A NEW SAN SYSTEM BY A NEW SAN SYSTEM BY THE WATER LINE AT SPACE 10; NO CONNECTION TO THE EXISTING SERVICE SYSTEM WILL BE PROVIDED.
 - SPACE 141:** EXISTING, UNDERLY WILL BE PROVIDED BY A NEW SAN SYSTEM IN PARCEL 1A. UNDERLY WILL BE SUPPLIED BY A NEW SAN SYSTEM BY A NEW SAN SYSTEM BY THE WATER LINE AT SPACE 10; NO CONNECTION TO THE EXISTING SERVICE SYSTEM WILL BE PROVIDED.
- NO EXISTING, UNDERLY WILL NOT BE PROVIDED BY A NEW SAN SYSTEM IN PARCEL 1A. UNDERLY WILL BE SUPPLIED BY A NEW SAN SYSTEM BY A NEW SAN SYSTEM BY THE WATER LINE AT SPACE 10; NO CONNECTION TO THE EXISTING SERVICE SYSTEM WILL BE PROVIDED.**



29 PALMS HIGHWAY

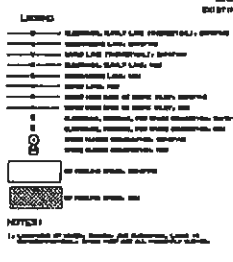
APPLICANT/OWNER
 PROJECT: 4 LATA PARCEL
 11000 PALMS HTY.
 YUCCA VALLEY, CA 92354
 PROJECT NO: 1000
 SCALE: 1/8" = 1'-0"

LEGAL DESCRIPTION
 LOT 16, TRACT 2001
 YUCCA VALLEY, CA 92354
 AREA: 1.00 ACRES
 AREA: 1.00 ACRES
 LAND USE: RESIDENTIAL

NOTES
 1. ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS.
 2. ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS.
 3. ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS.
 4. ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS.

UTILITIES
 WATER - HIGHWAY WATER DISTRICT
 SEWER - POTTERIE
 GAS - CALIFORNIA GAS CO.
 ZONING - UNZONED
 ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS.

ZONING
 UNZONED



DATE PLAN PREPARED	PROJECT NO.	LOT NO.	TRACT NO.
APR 08/101030000	1000	16	2001
LEGAL DESCRIPTION	PROJECT NO.	LOT NO.	TRACT NO.
APPLICANT'S NAME	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S NAME	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S ADDRESS	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S CITY	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S STATE	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S ZIP	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S PHONE	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S FAX	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S E-MAIL	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S WEBSITE	PROJECT NO.	LOT NO.	TRACT NO.
OWNER'S SOCIAL MEDIA	PROJECT NO.	LOT NO.	TRACT NO.

SITE PLAN
 APR 08/101030000
 55405 29 PALMS HWY.
 YUCCA VALLEY, CA 92354

NOTICE OF PUBLIC HEARING
YUCCA VALLEY COMMUNITY CENTER
57090 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284

TUESDAY, MAY 12, 2015 - BEGINNING AT 6:00 P.M.

A PUBLIC HEARING HAS BEEN SCHEDULED BEFORE THE TOWN OF YUCCA VALLEY PLANNING COMMISSION TO CONSIDER THE FOLLOWING DESCRIBED APPLICATION:

CASE NUMBER: Conditional Use Permit, CUP 03-95 Amendment #1
Yucca Valley Recreational Vehicle Park

APPLICANT: Mahendra Pandhi
5540829 Palms Hwy
Yucca Valley, CA 92284

REPRESENTATIVE: Lavender Designs
7755 Cherokee Trail
Yucca Valley, CA 92284

PROPOSAL: Request to add four additional spaces inside an existing Recreational Vehicle Park.

LOCATION: 55408 29 Palms Hwy, east of Kickapoo Trail, on the north side of 29 Palms Hwy.
APN: 586-101-03

ENVIRONMENTAL

DETERMINATION: The project was reviewed under the California Environmental Quality Act (CEQA) and the Town's Guidelines to implement same. The project is exempt from CEQA under Section 15301 Class 1, Existing Facilities.

Any person affected by the application(s) may appear and be heard in support of or opposition to the proposal at the time of the hearing. The environmental findings, along the with proposed project application(s) are available and may be reviewed at the Town of Yucca Valley Planning Division, 58928 Business Center Drive, Yucca Valley, CA 92284 from 7.30 a.m. to 5:30 p.m., Monday through Thursday or obtain information at (760) 369-6575.

The Planning Commission in its deliberation could recommend approval of the project, deny the project, or approve the project in an alternative form. If you challenge any of the projects in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the Town Planning Division at, or prior to the Public Hearing.

Publish Date: Published on Wednesday, April 29, 2015.

04/24/2015
Date

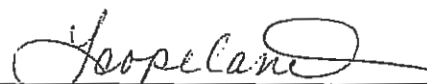

Lesley R. Copeland, CMC
Town Clerk

TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Miscellaneous							
Alternative Fuels and Recharging Facilities	P		P		SPR		
Broadcast and Recording Studios	P		P		SPR		
Motor Vehicle Storage Facilities				P	SPR		
Public Utility Service Yards	P			P	SPR		
Public Utility Structures and Service Facilities	P			P	SPR		
Public Works Maintenance Facilities and Storage Yards				P	SPR		
Satellite Dishes/Antennas (less than 3 feet/2meters in diameter)	P	P	P	P	SPR		
Education							
Community/Cultural Centers	P		P		SPR		
Commercial Day Care Centers	P		P		SPR		
Membership Organization Facilities -- Lodges and Clubs	P		P		SPR		
Schools -- K-12, Private	P		P		SPR		

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Development Regulations

TABLE 4-1:
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Schools, Specialized Education and Training – less than 50 students	P		P	P	SPR		
Schools, Specialized Education and Training – more than 50 students			P	P	SPR		
Studios – Art, Dance, Music Photography, etc.	P		P	P	SPR		
Universities/Colleges, Private	P	P	P	P	SPR		
Entertainment, Recreation, Public Assembly							
Adult-Oriented							
Refer to Adult Business Ordinance							
Dancing and Live Entertainment	CUP	CUP			SPR		
Health /Fitness Centers	P	P	P	P	SPR		
Indoor Amusement/ Entertainment/ Recreation Centers/ Arcades	P				SPR		
Nightclubs	CUP				SPR		Accessory to restaurant use only
Places of Worship	P	P	P	P	SPR		
Theaters, Auditoriums, and Meeting Halls	P	P	P		SPR		
Manufacturing and Processing							
Chemical Products				P	SPR		

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TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHG	OTCR	OTIC	HE Overlay		
Clothing Products				P	SPR		
Cosmetics				P	SPR		
Electronics and Equipment Manufacturing				P	SPR		
Foam/Plastics Fabrication				P	SPR		
Food and Beverage Product Manufacturing				P	SPR		
Furniture/Cabinet Shops				P	SPR		
Glass Products				P	SPR		
Handicraft Industries, Small Scale Assembly (premanufactured)				P	SPR		
Hazardous Material Storage				P	SPR		
Laboratories			P	P	SPR		
Metal Products Fabrication				P	SPR		
Paper Products				P	SPR		
Pharmaceutical Manufacturing				P	SPR		
Plastics and Rubber Products				P	SPR		
Printing and Publishing	P		P	P	SPR		
Recycling Facilities – Small Collection Facility	P		P	P	SPR		

Key to Table

SPR Site Plan Review Is Required
P Use is Allowed (Refer to Development Review Procedures section)
CUP Conditional Use Permits required

OTMU = Old Town Mixed-Use
OTHG = Old Town Highway Commercial
OTCR = Old Town Commercial/Residential
OTIC = Old Town Industrial/Commercial
HE = Highway Environs (SR-62)

Development Regulations

TABLE 4-1

ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Recycling Facilities – Reverse Vending Machines	P		P	P	SPR		
Research and Development	P		P	P	SPR		
Structural Clay and Pottery Products				P	SPR		
Textile Products				P	SPR		
Warehousing, Wholesaling, and Distribution Facility, Incidental (less than 75% of floor area)				P	SPR		
Motor Vehicle and Related Retail Trade and Services							
Car Wash, Full & Self-Service		P		P	SPR		
Marine Sales, Indoor	P	P	P	P	SPR		
Motor Vehicle Leasing, No Onsite Storage	P	P	P	P	SPR		
Motor Vehicle Leasing, Onsite Vehicle Storage (less than 10 vehicles)		P	P	P	SPR		
Motor Vehicle Parts and Supplies Sales (no onsite repairs)	P	P		P	SPR		

Key to Table:
 SPR Site Plan Review is Required.
 P Use is Allowed (Refer to Development Review Procedures section)
 CUP Conditional Use Permit is required.

OTMU = Old Town Mixed-Use
 OTHC = Old Town Highway Commercial
 OTCR = Old Town Commercial/Residential
 OTIC = Old Town Industrial/Commercial
 HE = Highway Environs (SR-62)

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TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Automated Car Washing		P			SPR		
Motor Vehicle Repair and Maintenance, MAJOR, and only when conducted in an enclosed structure.		P		P	SPR		
Motor Vehicle Repair and Maintenance, MINOR, and only when conducted in an enclosed structure.		P		P	SPR		
Motor Vehicle Sales (New and/or Used), With Service Facilities		P		P	SPR		
Motor Vehicle Sales (New and/or Used), Without Service Facilities, Storage or Outdoor Display	P	P	P	P	SPR		
Motor Vehicle Window Tinting		P		P	SPR		
Service Stations		P		P	SPR		
Public							
Libraries/ Museums, Public	P		P		SPR		
Parking Lots/Structures, Public	P	P	P	P	SPR		
Parks, Public	P	P	P	P	SPR		

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Development Regulations

TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Service Uses/ Structures, Public			P		SPR		
Retail Trade							
Accessory Retail Uses	P	P	P	P	SPR		
Art, Antiques, Collectibles, and Gifts	P	P	P	P	SPR		
Bakeries, Retail	P	P		P	SPR		
Book Stores	P	P		P	SPR		
Building Material Stores/Yards		P		P	SPR		
Candy Stores	P	P		P	SPR		
Catering Businesses, ONLY When Ancillary to a Restaurant	P	P		P	SPR		
Convenience Markets/Stores (under 5,000 square feet)	P	P		P	SPR		
Furniture, Furnishings and Equipment Stores	P	P		P	SPR		
Garden Centers/Plant Nurseries	P	P		P	SPR		
Grocery Stores, 5,000 sq. ft. and greater		P			SPR		
Liquor Sales (On-site Consumption Only) - Restaurant	P	P			SPR		

Key to Table:
 SPR: Site Plan Review is Required.
 P: Use is Allowed (Refer to Development Review Procedures section).
 CUP: Conditional Use Permit is required.

OTMU = Old Town Mixed-Use
 OTHC = Old Town Highway Commercial
 OTCR = Old Town Commercial/Residential
 OTIC = Old Town Industrial/Commercial
 HE = Highway Environs (SR-62)

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TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Liquor Sales (Off-site Consumption Only)	P	P			SPR		
Liquor Sales (Off-site Consumption Only) – Beer and Wine Only	P	P			SPR		
Meat Markets or Delicatessens	P	P			SPR		
Music Stores	P	P			SPR		
Pet Stores	P	P			SPR		
Pharmacies/Drug Stores	P	P			SPR		
Pharmacies/Drug Stores, Drive-thru Service		P			SPR		
Restaurants, Fast Food, Drive-thru Service		P			SPR		
Restaurants, Fast Food, Without Drive-thru Service	P	P			SPR		
Restaurants or Cafes (excluding Fast Food or Drive-ins)	P	P			SPR		
Retail Stores, General Merchandise	P	P			SPR		
Shopping Centers (five or more tenants on contiguous parcel)	P	P			SPR		
Temporary Uses/Activities							

Key to Table
 SPR Site Plan Review Is Required
 P Use Is Allowed (Refer to Development Review Procedures section)
 CUP Conditional Use Permit Is required.

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TABLE 4-1

ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District					Notes
	OTMU	OTHCE	OTCR	OTIC	HE Overlay	
Big Box Retail Stores (greater than 30,000 square feet)		P			SPR	
Services						
Automated Teller Machines (ATMs)	P		P	P	SPR	
Banks and Financial Services	P	P	P	P	SPR	
Business Support Services, Secretarial and Administrative	P	P	P	P	SPR	
Check Cashing	P	P		P	SPR	
Contractor's Equipment Yards				P	SPR	
Convalescent/Rest Homes			P		SPR	
Equipment Rental Establishments				P	SPR	
Hotels/Motels	P	P			SPR	
Laundromats, Self-Service and Dry Cleaning, Drop-off only	P	P	CUP	CUP	SPR	
Massage Therapy	Refer to Title 8 of the Yucca Valley Municipal Code					
Medical Services, Clinics	P	P	P		SPR	
Medical Services, Laboratories	P		P	P	SPR	
Offices, Professional	P		P	P	SPR	

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TABLE 4-1
ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes:
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Outdoor Active Activities (e.g., Walk-up Windows)	P				SPR		
Personal Services, General	P	Reso 09-C	P	P	SPR		
Photocopy/Printing/Desktop Facilities	P		P	P	SPR		
Printing/Photo Developing/Printing Shops	P		P	P	SPR		
Photography Studio/Supply Shop	P		P	P	SPR		
Propane/Liquid Fuel (Storage and Sales)				P	SPR		
Repair and Maintenance, Consumer Products	P		P	P	SPR		
Storage (Mini, Personal, and Self-Storage) Facilities		CUP		P	SPR		
Tanning Studios/Salons	P	P			SPR		
Travel Agencies	P	P	P	P	SPR		
Veterinarian Clinics and Animal Hospitals	P		P	P	SPR		
Residential							
Accessory Uses and Structures	P	P	P	P	SPR		
Multiple Family Residential	P		P	P	SPR		

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Development Regulations

TABLE 4-1

ALLOWABLE USES AND PERMIT REQUIREMENTS FOR DISTRICTS FOR OLD TOWN YUCCA VALLEY SPECIFIC PLAN

Land Use	Permit Requirement by District						Notes
	OTMU	OTHC	OTCR	OTIC	HE Overlay		
Assisted Living Facilities			P	P	SPR		
Condominiums/Townhomes	P		P	P	SPR		
Live-Work Facilities	P		P	P	SPR		
Mixed-Use Developments (Residential over Retail/Office)	P	P	P	P	SPR		
Mixed-Use Developments (Use distributed horizontally on a site)	P	P	P	CUP	SPR		
Residential Care Homes			P		SPR		

Key to Table:
 SPR Site Plan Review is Required
 P Use is Allowed (Refer to Development Review Procedures section)
 CUP Conditional Use Permit is required

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(2) Storage on a mobile home parcel shall comply with the provisions of Title 25, Division 1 of the California Code of Regulations.

5. Bonds to Guarantee Improvements. If all improvements required as a condition of approval of a mobile home park are not satisfactorily completed at the time a Certificate of Occupancy is requested, the owner or owners of the mobile home park shall, before the issuance of the permit, enter as contractor into an agreement with the Town guaranteeing that the required work will be accomplished. The form and amount of security shall be determined by the Director.
 - a. Public Address Systems. Public address systems or loudspeakers shall not be allowed if audible outside the boundaries of the mobile home park.
 - b. Modifications in Design. Where a mobile home park application is submitted for approval that, although not in compliance with the design requirements in this Chapter, are consistent with the general purpose and intent of this Chapter, the review authority may approve the park with conditions and restrictions that ensure that the general purposes are satisfied.

(1) Park designs utilizing duplex or cell-type groupings of mobile home parcels or other modified designs may be approved under the provisions of this Section.

(2) Modifications of the above standards of design may be approved under the provisions of this Section for mobile home parks, travel trailer parks, recreational trailer parks, temporary trailer parks, and tent camps. However, in no case shall the modifications conflict with minimum requirements of the Mobile Home Parks Act (Health and Safety Code Section 18200 et seq.) and the applicable Mobile Home Parks Regulations adopted by the State Department of Housing and Community Development (Code of Regulations, Title 25, Division 1, Chapter 2, Section 1000 et seq.).

B. Recreational Vehicle Parks.

1. Purpose. The purpose of this section is to provide general standards applicable to recreational vehicle parks to provide compatibility with adjoining properties.
2. General Standards.
 - a. All recreational vehicle parks shall contain a minimum of ten acres.
 - b. Length of occupancy for any recreational vehicle shall not exceed 120 continuous days or 180 days in any one year period.
 - c. Each site/space shall be of a size and shape that will provide reasonable area for the parking of the recreational vehicles next to the utility connections and for the parking of another vehicle side by side.

- d. Each site/space in the park shall be identified with an individual number in logical sequence and shown on the approved site plan for the park.
 - e. A six-foot high masonry wall or approved equivalent fencing shall be constructed along all exterior property lines to protect the existing or future use of the adjacent property. Fencing along any street frontage may consist of a six-foot high decorative wrought iron or masonry wall.
 - f. Each space shall have direct access to an abutting paved roadway. The roadways within the park shall be paved in accordance with Town standards to a width of not less than 30 feet for two-way traffic and a minimum width of not less than 20 feet for one-way traffic. One-way drive aisles must originate and terminate at two-way drive aisles.
 - h. Roadways shall not be used for parking.
 - i. All recreational vehicle parks shall be designed to allow for two access points to a public thoroughfare.
 - j. Each space shall contain a picnic table, barbecue, and at least one shade tree for every two RV spaces.
 - k. All exterior lighting shall comply with Chapter 8.70 (Outdoor Lighting).
 - l. Refuse containers shall be conveniently located throughout the park and contained within a trash enclosure in accordance with Town standards.
 - m. Common recreational area shall be required for all recreational vehicle parks. The recreation area may contain a clubhouse, swimming pool, game courts, and open areas. Open areas may be either designed for active or passive recreation, provided that the slope of the land does not exceed a gradient of ten percent. Grade of ten percent or more shall be common area, but not counted as recreational area.
 - n. Each space shall be improved with paving, gravel, or other non-paved surface as approved by the Town.
 - o. Each recreational vehicle park shall be landscaped in accordance with a landscape plan as approved by the Planning Division.
 - p. The facility shall have an on-site manager. The manager's living quarters can either be a recreational vehicle or single family residence.
3. Accessory Uses. The following structures and their uses are permitted in all recreational vehicle parks:

- a. Private recreation facilities for the use of the occupants of the park, including, but not limited to a swimming pool, playground area, putting green, game courts (i.e., tennis, basketball), and other similar recreational facilities..
 - b. Social and recreational clubhouse.
 - c. Common laundry facilities.
 - d. Common shower, bath, and locker room facilities.
 - e. Snack bar and food store provided this use is fully contained in a social or recreational center (clubhouse) and serving only park guests.
 - f. Other uses that are similar to those listed above and compatible with the site and surrounding land uses.
 - g. Recreation vehicle or travel trailer storage area shall be fully screened as approved by the Planning Commission with fencing not less than 6 feet in height and shall be clearly designated on the approved site plan.
4. Prohibited Uses.
- a. Except for park owner or park management personnel as allowed under Section 9.08.060(B)(1)(p), there shall be no permanent residency in a recreational vehicle park.
 - b. The on-site sale of propane is permitted subject to Fire Departments review and approval.
 - c. Except as otherwise expressly provided herein, no part of the park shall be used for any business, commercial, manufacturing, retail, vending purposes, unless those activities are approved under the CUP or separate permit
5. Setback Requirements:
- a. When the park is within the RM-10 and RM-14 land use district, the social and recreation (clubhouse) building shall maintain the following setbacks:
 - (1) 100-foot setback from all interior property lines of the park.
 - (2) 50-foot setback from all streets.
 - (3) All other accessory structures shall maintain the required building setbacks of the land use district.
 - b. When the park is within the C-G and I land use districts, the social and recreation (clubhouse) building shall maintain the following setbacks:

- (1) 50-foot setback from all interior property lines of the park.
 - (2) 15-foot from all street frontages.
 - (3) All other accessory structures shall maintain the required building setbacks of the land use district.
- c. A minimum 10-foot landscape setback shall be maintained along all street frontages.
 - d. When a park is adjacent to a residential land use district, a minimum 25-foot wide landscape buffer shall be provided between the spaces and the property line.
 - e. When a park is adjacent to a commercial or industrial land use district a minimum 10-foot wide landscape buffer shall be provided between the space and the property line.
6. Findings for Projects in the Multi-Family RM-10 and RM-14. Before taking any action to approve a project in the RM land use district, the Planning Commission or Council shall find that the proposed Recreational Vehicle Park conforms to the following criteria:
- a. Location and design be consistent with the goals and policies of the General Plan and other applicable goals and policies.
 - b. The RV Park is compatible with the surrounding land uses and does not negatively impact the surrounding neighborhood.

9.08.070 – Multi-Family Residential Standards Site Design Guidelines and Architectural Design Guidelines

A. Multi-Family Development Standards

1. General Provisions. The specific purposes of the Multiple Residential District regulations are to:
 - a. Provide appropriately located areas for multiple family dwellings that are consistent with the General Plan and the standards of public health and safety established by the Yucca Valley Municipal Code;
 - b. Provide adequate light, air, privacy, and open space for each dwelling unit and protect residents from the harmful effects of excessive noise, population density, traffic congestion and other adverse environmental impacts;
 - c. Provide sites for public and semipublic land uses needed to complement residential development or requiring a residential environment; and

2. There are no structural off-street, on-site improvements lack thereof which pose an immediate threat to the health safety or general welfare of the Town.
3. There are no additions or alterations to the square footage of the existing structure.

C.

**TABLE 2-15:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Zoning Districts C-C: Community Commercial C-O: Office Commercial C-N: Neighborhood Commercial C-G: General Commercial C-MU: Mixed Use Commercial									
Permit Required		SPR: Site Plan and Design Review TSEP: Temporary Special Event Permit PD: Planned Development Review			CUP: Conditional Use Permit TUP: Temporary Use Permit P: Permitted			SUP: Special Use Permit S: Specific Plan NP: Not Allowed	
Type of Use	Permit Required by Zoning District						Notes and Other Regulations		
	C-C	C-G	C-O	C-MU	C-N				
Residential									
Mixed Use Development	NP	S	NP	S	NP				
Single-Family Dwelling Unit	NP	NP	NP	NP	NP				
Single-Room Occupancy Housing	NP	CUP	NP	CUP	CUP				
Care Uses									
Child Day Care (small family)	NP	CUP	NP	SPR	CUP			Single family residences located in the commercial land use districts are subject to the standards specified in Section 9.08.040	
Child Day Care (large family)	NP	CUP	NP	CUP	CUP				
Child Day Care Center	NP	CUP	NP	CUP	CUP			See Section 9.14.020 (Child Day Care Centers)	
Homeless Shelter	NP	NP	NP	NP	NP			Including Transitional and supportive uses.	
Home Occupation	HOP	HOP	HOP	HOP	HOP			Permitted for Single family residences located in the commercial land use districts pursuant to Chapter 9.50 (Home Occupation)	
Social Care, Congregate Care, Convalescent Care Facilities	NP	CUP	NP	CUP	CUP			Including but not limited to elderly care and sober living facilities	

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Agriculture, Animal Related, and Open Space Uses							
Animal Care Facility (w/o exterior kennel, pens and runs)	SPR	SPR	SPR	SPR	SPR		Including, but not limited to animal hospitals, veterinarian, pet stores, and grooming.
Animal Care Facility (w/ exterior kennel, pens and runs)	CUP	CUP	NP	NP	CUP		
Community Gardens	SPR	SPR	SPR	SPR	SPR		
Equestrian Facility	CUP	CUP	NP	NP	CUP		
Feed and Tack	CUP	CUP	NP	NP	CUP		
Horticulture/Agriculture	SPR	SPR	NP	NP	SPR		Including, but not limited to crop production, orchards, and vineyards.
Kennels and Catteries (over 15 animals)	NP	NP	NP	NP	SUP		
Livestock Operations	NP	NP	NP	NP	NP		
Natural Resources Development	NP	NP	NP	NP	NP		
Nature Preserve	SPR	SPR	SPR	SPR	SPR		
Nursery/Garden Supply (with outdoor display)	SPR	SPR	SPR	CUP	CUP		
Nursery/Garden Supply (without outdoor display)	SPR	SPR	SPR	SPR	SPR		
Retail Commercial Uses							
Antique/Second Hand Stores	SPR	SPR	NP	SPR	SPR		
Adult-Oriented Business	NP	CUP	NP	NP	NP		See Chapter 9.52 (Adult-Oriented Uses)
Appliance Sales and Home Goods (no repair)	SPR	SPR	SPR	SPR	NP		
Auto and Vehicle Sales and Rentals and Parts Sales	CUP	CUP	NP	CUP	CUP		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Building and Landscape Materials Sales (indoor)	SPR	SPR	SPR	CUP	CUP		
Building and Landscape Materials Sales (outdoor)	CUP	CUP	NP	CUP	NP		
Convenience Store	CUP	CUP	CUP	CUP	CUP		
Construction and Heavy Equipment Sales and Rentals	NP	CUP	NP	NP	NP		
Farmers Market/Arts and Crafts Events	TSEP	TSEP	TSEP	TSEP	TSEP		See Chapter 9.38(Temporary Special Events)
Fuel/Propane Dealer	NP	NP	NP	NP	NP		See Section 9.14.040 (Gas or Other Fueling Stations)
Grocery, Supermarket, Specialty Food Store, Drug Store	SPR	SPR	SPR	SPR	SPR		
Manufactured Home Sales	NP	NP	NP	NP	NP		
Boat and Recreational Vehicle Sales	CUP	CUP	NP--	CUP	CUP		
Pawn Shop	SPR	SPR	NP	NP	NP		
Retail Store (less than 80,000 sf)	SPR	SPR	SPR	SPR	SPR		
Retail Store (80,000 or greater sf)	SPR	SPR	CUP	CUP	CUP		
Seasonal Holiday Sales Facilities	TSEP	TSEP	TSEP	TSEP	TSEP		See Chapter 9.38 (Temporary Special Events Permits)
Swap Meet, Outdoor Market, Auction Yard (permanent)	NP--	CUP	NP	NP	NP		See Section 9.14.080 (Swap Meets)
Shopping Center (neighborhood, community, or regional),	CUP	CUP	CUP	CUP	CUP		
Warehouse Retail	CUP	SPR	CUP	NP	CUP		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Business, Financial, and Professional							
ATM	P	P	P	P	P		
Financial Institution and Related Service	SPR	SPR	SPR	SPR	SPR		
Laboratory	SPR	SPR	SPR	SPR	SPR		
Office (Business, Professional, Corporate, Medical)	SPR	SPR	SPR	SPR	SPR		
Eating and Drinking Establishments							
Bakery (retail), Coffee Shop and Similar Uses	SPR	SPR	SPR	SPR	SPR		Including but not limited to ice cream shops, frozen yogurt shops, and candy/sweet shops
Bakery (wholesale)	SPR	SPR	SPR	CUP	NP		
Bar, Lounge, Nightclub, Tavern, and Pool Hall	CUP	CUP	CUP	CUP	CUP		
Catering Service	SPR	SPR	SPR	SPR	SPR		
Fast Food (w/drive through, delivery)	CUP	CUP	CUP	CUP	CUP		See Section 9.14.030 (Drive-in/Drive through Establishments)
Fast Food (w/o drive through, delivery)	CUP	SPR	SPR	SPR	CUP		
Full Service Restaurant	SPR	SPR	SPR	SPR	SPR		
Commercial Service Uses							
Ambulance Service	SPR	SPR	SPR	NP	NP		
Appliance Sales, Service, Repair, and Rental	SPR	SPR	SPR	SPR	SPR		
Automobile Gas Station	SPR	SPR	SPR	CUP	CUP		See Section 9.14.040 (Gas or Other Fueling Stations)
Automobile Service/Repair (minor repair and maintenance)	CUP	SPR	CUP	CUP	CUP		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Automobile Service/Repair (major Repair/body work)	NP	CUP	NP	NP	NP		
Automobile Washing (car wash)	CUP	CUP	CUP	CUP	CUP		
Automobile Washing (car wash) (fund raising, temporary)	P	P	P	P	P		
Barber, Beauty Shop, and other Similar Personal Service Uses	SPR	SPR	SPR	SPR	SPR		
Printing and Duplication Services	SPR	SPR	SPR	SPR	SPR		
Equipment Sales, Service, Repair, and Rental	CUP	CUP	CUP	NP	CUP		
Fitness Center (less than 2,000 sf.)	SPR	SPR	SPR	SPR	SPR		
Fitness Center (more than 2,000 sf.)	CUP	CUP	CUP	NP	CUP		
Fortune Telling and Related Service	SPR	SPR	SPR	CUP	SPR		
Funeral Service (excluding crematorium)	NP	SPR	CUP	NP	NP		
Funeral Service (including crematorium)	NP	CUP	CUP	NP	NP		
Laundry and Dry Cleaning	SPR	SPR	SPR	SPR	SPR		
Locksmith	SPR	SPR	SPR	SPR	SPR		
Maintenance and Repair (Minor)	SPR	SPR	CUP	CUP	CUP		
Maintenance and Repair (Major)	NP	CUP	NP	NP	NP		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Massage Establishment	SPL	SPL	SPL	SPL	SPL		See Municipal Code Section 41.11 (Massage Services and Establishments)
Studio (dance, music, martial arts, artists)	SPR	SPR	SPR	SPR/ CUP	SPR		Less than 2,000 sf (SPR for C-MU) More than 2,000 sf (CUP for C-MU)
Tattoo and Piercing	SPR	SPR	SPR	SPR	SPR		
Commercial Recreation							
Amusement Arcade or Park	NP	CUP	NP	NP	NP		
Carnivals/Circuses/Festivals/Fairs	TSEP	TSEP	TSEP	TSEP	TSEP		See Chapter 9.38 (Temporary Special Events)
Campgrounds	NP	NP	NP	NP	NP		
Concerts, Open-Air Theaters, Outdoor Entertainment Events	TSEP	TSEP	TSEP	TSEP	TSEP		See Chapter 9.38 (Temporary Special Events)
Game Arcade, Internet Café, and Similar Businesses	CUP	CUP	NP	CUP	CUP		
Golf Course	SPR	SPR	SPR	SPR	CUP		
Hookah Lounge	NP	CUP	NP	NP	CUP		
Parks/ Recreation Facilities	SPR	SPR	SPR	SPR	SPR		
Private Clubs and Lodges	CUP	SPR	CUP	NP	CUP		
Recreation and Entertainment (commercial indoor and outdoor)	CUP	CUP	CUP	CUP	CUP		
Recreational Vehicle Park	NP	NP	NP	NP	NP		See Section 9.08.060 (Recreational Vehicle Parks)
Industry, Manufacturing and Processing, Wholesaling							
Construction/Contractor Storage Yard	NP	CUP	NP	NP	NP		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Hazardous Waste Operations	NP	NP	NP	NP	NP		See Section 9.34.110 (Hazardous Materials)
Manufacturing Operations	NP	NP	NP	NP	NP		
Motor Vehicle Storage/Impound Facility	NP	NP	NP	NP	NP		
Recycling Facility (small collection facility)	SUP	SUP	SUP	SUP	SUP		See Section 9.14.070 (Recycling Facilities)
Recycling Facility (processing facility)	NP	NP	NP	NP	NP		
Research and Development	SPR	SPR	SPR	CUP	SPR		
Salvage Facility	NP	NP	NP	NP	NP		
Storage - Mini-Storage (personal storage)	NP	NP	NP	NP	NP		See Section 9.14.060 (Mini-Storage Facilities)
Storage (outdoor vehicles storage)	NP	NP	NP	NP	NP		
Wholesaling and Distribution	NP	NP	NP	NP	NP		
Transportation, Communications, and Infrastructure							
Communication Facility	CUP	CUP	NP	NP	CUP		Including, but not limited to, radio and television stations or towers, satellite receiving stations, but not wireless telecommunication facilities
Wireless Telecommunication Facilities	CUP	CUP	CUP	CUP	CUP		Pursuant to Chapter 9.44
Parking Lot	SPR	SPR	SPR	SPR	SPR		See Chapter 9.33 (Parking and Loading Standards). Accessory or incidental to the primary use of the same property.
Public/Government Facilities	SPR	SPR	SPR	CUP	CUP		
Public Safety Uses (permanent)	SPR	SPR	SPR	SPR	SPR		

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Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Solar Energy Systems (accessory)	P	P	P	P	P		See Section 9.45.010 (Solar Energy Systems)
Solar Energy Systems (Utility grade/primary use)	NP	NP	NP	NP	NP		See Section 9.44.010 (Solar Energy Systems)
Transmission utility lines, pipelines, and control stations	CUP	CUP	CUP	CUP	CUP		
Utilities (major)	CUP	CUP	CUP	CUP	CUP		
Wind Energy System (accessory)	SPR	SPR	SPR	SPR	SPR		See Section 9.46.010 (Wind Energy System)
Wind Energy System (utility grade /primary use)	NP	NP	NP	NP	NP		See Section 9.44.010 (Wind Energy System)
Other Uses							
Cemeteries, Including Pet Cemeteries	NP	CUP	NP	NP	NP		
Churches, Religious Assembly, and Other Public Assembly	CUP	CUP	CUP	CUP	CUP		
Conference Centers and Group Camps	CUP	CUP	CUP	NP	NP		
Correctional Institution	NP	NP	NP	NP	NP		
Emergency Facilities (temporary)	TUP	TUP	TUP	TUP	TUP		See Chapter 9.39 (Temporary Uses and Structures)
Hotels and Motels	SPR	SPR	CUP	SPR	CUP		
Hospitals/Medical/ Rehabilitation Centers/Clinics	CUP	CUP	CUP	CUP	CUP		
Medical Marijuana Dispensary	NP	NP	NP	NP	NP		See Section 9.14.050 (Medical Marijuana Dispensary)
Museum, Library, Art Gallery, Outdoor Exhibit	SPR	SPR	SPR	SPR	SPR		
Schools (private, vocational, charter, and other)	CUP	CUP	CUP	CUP	CUP		

**TABLE 2-15:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Zoning Districts C-C: Community Commercial C-O: Office Commercial C-N: Neighborhood Commercial C-G: General Commercial C-MU: Mixed Use Commercial							
Permit Required		SPR: Site Plan and Design Review TSEP: Temporary Special Event Permit PD: Planned Development Review		CUP: Conditional Use Permit TUP: Temporary Use Permit P: Permitted		SUP: Special Use Permit S: Specific Plan NP: Not Allowed	
Type of Use	Permit Required by Zoning District						Notes and Other Regulations
	C-C	C-G	C-O	C-MU	C-N		
Temporary Special Events	TSEP	TSEP	TSEP	TSEP	TSEP		See Chapter 9.38 (Temporary Special Events)
Temporary Structures and Uses	TUP	TUP	TUP	TUP	TUP		See Chapter 9.39 (Temporary Uses and Structures)

9.09.030 – Development Standards

Subdivisions, new land uses and structures, and alterations to existing land uses and structures shall be designed, constructed, and established in compliance with the requirements in Table 2-X, in addition to the applicable standards (e.g., landscaping, parking and loading, etc.) in Article 3 (General Development Standards).

**TABLE 2-16:
COMMERCIAL ZONING DISTRICTS
DEVELOPMENT STANDARDS**

Development Feature	Requirements by Zoning District ¹					
	C-C	C-G	C-O	C-MU	C-N	
Minimum Lot Size ²	See map suffix ³					
	1 acre ⁴	5 acres ⁴	1 acres ⁴	1 acre ⁴	1 acre ⁴	
Minimum Lot Dimensions (W: width, D: depth)	W: 120 ft. D: 120 ft.	W: 120 ft. D: 120 ft.	W: 120 ft. D: 120 ft.	W: 120 ft. D: 120 ft.	W: 120 ft. D: 120 ft.	
Maximum Lot Dimensions (width to depth)	1:3	1:3	1:3	1:3	1:3	
Setbacks	Minimum setbacks required unless different setbacks are delineated on Final Map, Parcel Map, Composite Development Plan, or are allowed pursuant to Section XX.XXX.					
Front	15 ft.	15 ft.	15 ft.	15 ft.	25 ft.	
Side ⁵	10 ft.	0 ft.	10 ft.	0 ft.	10 ft.	

**TABLE 2-3:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL AND HILLSIDE RESERVE ZONING DISTRICTS**

Zoning Districts		R-HR: Residential Hillside Reserve		RL: Rural Living	
		RS: Residential, Single-Family		RM: Residential, Multi-Family	
Permit Required		TSEP: Temporary Special Event Permit		SPR: Site Plan and Design Review	
P: Permitted		TUP: Temporary Use Permit		PD: Planned Development Permit	
CUP: Conditional Use Permit		HOP: Home Occupation Permit		NP: Not Allowed	
SUP: Special Use Permit					
Type of Use	Permit Required by Zoning District				Notes and Other Regulations
	R-HR	RL	RS	RM	
Residential					
Single-Family Dwelling Unit	P	P	P	P	Pursuant Residential District Standards 9.07.050
Accessory Structures and Uses	P	P	P	P	Permitted only in conjunction with an approved dwelling unit. Includes uses that are accessory or incidental to the primary use of the same property. Pursuant to Section 9.07.060 Accessory Buildings and Uses.
Garage and Yard Sales	P	P	P	P	
Home Occupation	HOP	HOP	HOP	HOP	Permitted with a Home Occupation Permit, pursuant to Chapter 9.50 Home Occupations.
Manufactured/Mobile Home Unit	P	P	P	P	Pursuant to Section 9.08.060
Mobile Home and Recreational Vehicle Parks	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.060 Manufactured Housing, Mobile Home and Recreational Vehicle Parks.
Multi-Family Dwellings (1-3 units)	NP	NP	NP	P	Pursuant to Multi-Family Residential Standards 9.08.070
Multi-Family Dwellings (4 or more units)	NP	NP	NP	SPR	Pursuant to Multi-Family Residential Standards 9.08.070
Planned Residential Development	PD	PD	PD	PD	Pursuant to Section 9.08.080
Second Dwelling Unit	P	P	P	P	Pursuant Section 9.08.100
Care Uses					
Child Day Care, Small Family	P	P	P	P	Eight or fewer children, pursuant Residential District Standards, Section 9.08.040
Child Day Care, Large Family	SUP	SUP	SUP	SUP	Nine to fourteen children, pursuant Residential District Standards, Section 9.08.040

**TABLE 2-3:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL AND HILLSIDE RESERVE ZONING DISTRICTS**

Zoning Districts		R-HR: Residential Hillside Reserve		RL: Rural Living	
		RS: Residential, Single-Family		RM: Residential, Multi-Family	
Permit Required					
P: Permitted		TSEP: Temporary Special Event Permit		SPR: Site Plan and Design Review	
CUP: Conditional Use Permit		TUP: Temporary Use Permit		PD: Planned Development Permit	
SUP: Special Use Permit		HOP: Home Occupation Permit		NP: Not Allowed	
Type of Use	Permit Required by Zoning District				Notes and Other Regulations
	R-HR	RL	RS	RM	
Child Day Care Center	CUP	CUP	CUP	CUP	Fifteen or more children, pursuant to Section 9.08.040
Social Care Facility, Six or fewer	P	P	P	P	Includes but is not limited to elderly care and sober living facilities. Pursuant to Residential District Standards Section 9.08.090
Social Care Facility, Seven or more	CUP	CUP	CUP	CUP	Includes but is not limited to elderly care and sober living facilities. Pursuant to Section 9.08.090 Residential/Social Care Facilities
Agriculture and Animal Related					
Animal Keeping of densities allowed by Section 9.08.020	P	P	P	P	Pursuant to Section 9.08.020, Animal Keeping
Animal Keeping, Breeding/Raising of densities greater than those specified by Section 9.08.020	SUP	SUP	SUP	SUP	Animal raising over densities allowed require a Special Use Permit, Pursuant to Section 9.08.020
Commercial or Private Kennels and Catteries	CUP	CUP	NP	NP	Pursuant to Section 9.08.020, minimum 1 acre parcel size
Exotic Animals (up to 2)	SUP	SUP	SUP	SUP	Pursuant to Chapter 9.49
Exotic Animals (3-4)	CUP	CUP	CUP	NP	Pursuant to Chapter 9.49
Horticulture (for private use), including growing fruit, flowers, ornamental plants, and vegetables	P	P	P	P	Permitted as a use that is incidental to the primary use
Agriculture (for commercial use), not including animal husbandry or stockyards	CUP	CUP	CUP	NP	Including, but not limited to row, field, tree, and nursery crop cultivation
Other Uses					
Bed and Breakfast/Lodging	SUP	SUP	SUP	SUP	Pursuant to Section 9.08.030
Temporary Special Events	TSEP	TSEP	TSEP	TSEP	Pursuant to Chapter 9.38
Temporary Uses	TUP	TUP	TUP	TUP	Pursuant to Chapter 9.39
Cemeteries	CUP	CUP	NP	NP	Pursuant to Chapter 9.45

**TABLE 2-3:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL AND HILLSIDE RESERVE ZONING DISTRICTS**

Zoning Districts		R-HR: Residential Hillside Reserve		RL: Rural Living	
		RS: Residential, Single-Family		RM: Residential, Multi-Family	
Permit Required					
P: Permitted		TSEP: Temporary Special Event Permit		SPR: Site Plan and Design Review	
CUP: Conditional Use Permit		TUP: Temporary Use Permit		PD: Planned Development Permit	
SUP: Special Use Permit		HOP: Home Occupation Permit		NP: Not Allowed	
Type of Use	Permit Required by Zoning District				Notes and Other Regulations
	R-HR	RL	RS	RM	
Recreation, Education, and Public Assembly Uses (Institutional Uses)					
Arboretums, Botanical Gardens, Historic and Monument Sites, Zoos	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.050
Campgrounds	CUP	CUP	NP	NP	Pursuant to Section 9.08.050
Religious Institutions, Religious Assembly, and other Public Assembly	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.050
Conference Centers/Group Camps	CUP	CUP	NP	NP	Pursuant to Section 9.08.050
Governmental Facility	CUP	CUP	CUP	CUP	
Hospitals and Convalescent Homes	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.050
Museum, Art Gallery, Library, and Associated Outdoor Exhibits	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.050
Park/Playground	SPR	SPR	SPR	SPR	
Schools (Public and Private)	CUP	CUP	CUP	CUP	Pursuant to Section 9.08.050
Sports and Recreation Facility (commercial operations open to the general public)	CUP	CUP	CUP	CUP	Including, but not limited, equestrian facilities, golf courses, hunting clubs, , and tennis and swim clubs.
Sports or Entertainment Assembly	NP	CUP	NP	NP	Including, but not limited to racetracks and stadiums. and Per Location Criteria and Performance Standards, Section 9.08.050
Indoor Archery and Gun Ranges	NP	NP	NP	NP	
Outdoor Archery and Gun Ranges	NP	NP	NP	NP	
Off Road Vehicle Parks	CUP	CUP	NP	NP	
Transportation, Communication and Infrastructure					
Communication Facility	CUP	CUP	NP	NP	Including, but not limited to, radio and television stations or towers, satellite receiving stations, but not wireless telecommunication facilities

**TABLE 2-3:
PERMITTED LAND USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL AND HILLSIDE RESERVE ZONING DISTRICTS**

Zoning Districts					
R-HR: Residential Hillside Reserve		RL: Rural Living			
RS: Residential, Single-Family		RM: Residential, Multi-Family			
Permit Required					
P: Permitted		TSEP: Temporary Special Event Permit		SPR: Site Plan and Design Review	
CUP: Conditional Use Permit		TUP: Temporary Use Permit		PD: Planned Development Permit	
SUP: Special Use Permit		HOP: Home Occupation Permit		NP: Not Allowed	
Type of Use	Permit Required by Zoning District				Notes and Other Regulations
	R-HR	RL	RS	RM	
Transmission utility lines, pipelines, and control stations	CUP	CUP	CUP	CUP	
Solar/Wind or other Alternative Energy Accessory	P	P	P	P	Pursuant to Section 9.45, permitted as a use that is incidental/accessory to the primary use
Solar/Wind or other Alternative Energy, primary use	NP	NP-	NP	NP	Pursuant to Section 9.46, not permitted as a primary use
Utility and Service Uses and Structures	CUP	CUP	CUP	CUP	Electrical Power Generation, Transportation Facilities (Airports, Bus Stations, Carpool Facilities), and Sewage Treatment and Disposal Facilities, require General Plan Amendment and Zone Change to Public/Quasi Public designation
Wireless Telecommunication Facilities	CUP	CUP	CUP	CUP	Pursuant to Chapter 9.44

Chapter 9.03 Nonconforming Lots, Structures, and Uses

Sections:

9.03.010 – Purpose and Intent

9.03.020 – Applicability

9.03.030 – Determination, Extension, and Abatement Procedures

9.03.040 – Nonconforming Lots

9.03.050 – Nonconforming Structures

9.03.060 – Nonconforming Uses

9.03.010 – Purpose and Intent

- A. Regulation of legal conformities.** This Chapter establishes uniform provisions for the regulation of legal nonconforming land uses, structures, and parcels. Within the land use zoning districts established by this Development Code, there exist land uses, structures, and parcels that were lawfully in existence before the adoption, or amendment of this Development Code, but which would be prohibited, regulated, or restricted differently under the terms of this Development Code, as amended. This Chapter provides for their eventual elimination, but allows them to exist under the limited conditions identified in this Chapter.
- B. Intent.** It is the intent of this Development Code to discourage the long-term continuance of these nonconformities in order to promote the public health, safety, and general welfare and to bring the uses and structures into conformity with the goals and policies of the General Plan and any applicable Specific Plan.

9.03.020 – Applicability

The provisions in this Chapter apply to existing legal nonconforming structures, uses, and parcels.

9.03.030 – Determination, Extension, and Abatement Procedures

- A. Purpose.** This section sets forth provisions for the abatement of lots, structures, and uses deemed to be nonconforming and subject to abatement pursuant to the provisions of this Article.
- B. Authority.** The Director shall be the designated Review Authority for determining that a lot, structure, or use is nonconforming, and the Commission shall be the designated Review Authority for action on the abatement procedures and extensions of the nonconforming lots, structures, or uses.
- C. Notice and Hearing.** Once the Director has determined that a lot, structure, or use is nonconforming, the Director shall provide required notice for hearing and action by the

Commission. The purpose of the hearing is to determine whether the nonconformity should be abated, given a specific term prior to abatement, or granted a time extension. Notice and hearing shall be performed and conducted pursuant to Chapter 9.85 (Public Notices and Hearings).

- D. Decision and Findings.** The Commission shall base its decision as to the length of the permitted amortization period on any competent evidence presented, included but not limited to the depreciation schedule attached to the owner's latest federal income tax return. Findings shall be made as to whether or not the balancing of the public interest and the request by the owner for continuance, alteration, or expansion of the nonconformity of the subject property requires a deviation from the's development standards. Findings shall be made in writing and provided to the property owner within 10 days after the decision is rendered.
- E. Appeal.** Actions taken by the Commission may be appealed to the Council in accordance with provisions of Chapter 9.81 (Appeals).
- F. Extension of Time.** The Review Authority, at its discretion, may grant an extension of time for the abatement of a nonconformity where it finds that an unreasonable hardship would otherwise be imposed on the property or business owner.
- G. Revocation of Nonconforming Use or Structure.** The Town may revoke the right to continue a nonconforming use or structure. Revocation procedures, including notice and hearing, shall be in accordance with provisions of Chapter 9.84 (Permit Revocations).
- H. No Reversion to Nonconformance.** When any nonconformity is eliminated or brought into conformance with the current regulations of this Development Code, the nonconforming rights and privileges with respect to that nonconformity are terminated and shall not be restored.

9.03.040 – Nonconforming Lots

- A. Continuation of Legal Nonconforming Lots.** Any lawfully created lot which becomes nonconforming with regard to lot area, street frontage, lot width, lot depth, or accessibility may continue indefinitely with such nonconformity and may be developed and used as if it were a conforming lot.
- B. Modification of Legal Nonconforming Lots.** Legal nonconforming lots may not be modified in any manner that increases the degree of nonconformity. Where feasible, parcel modifications (through lot merger or lot line adjustment) are encouraged to eliminate or minimize the degree of nonconformity.

9.03.050 – Nonconforming Structures

- A. Continuation of Structure.** Any legally established nonconforming structure that does not conform to the provisions of this Development Code with regard to maximum permitted height, minimum required setback, lot coverage, and/or maximum permitted encroachment into required yard areas may be continued indefinitely.

B. Exceptions. The following are the exceptions to the indefinite continuation of a legal nonconforming structure:

1. Residential Structures. Any increase in the number of residential units for buildings designed and occupied for residential use shall be prohibited.
2. Nonresidential Structures. Any nonresidential building, structure, or facility designed or intended only for uses which are nonconforming shall be removed, or the design and use thereof shall be made conforming in all respects within 25 years from the date of construction or the effective date of creation of the nonconformity, whichever is later.
3. Utilities. Any new or replacement utility/mechanical facilities, equipment, or construction shall conform to the maximum extent feasible, as determined by the Director.
4. Encroachments in Commercial Zones. Within the commercial zones, any nonconforming encroachment into required yards may be required to be removed or reduced upon review by the Review Authority as follows:
 - a. When an expansion in floor area which is greater than 50 percent of the existing floor area is proposed for any structure maintaining a nonconforming encroachment, or
 - b. When an expansion in floor area is proposed anywhere within an integrated development which is greater than 50 percent of the total floor area of all structures within the integrated development.
5. Trash Facilities, Outdoor Storage, and Display. Trash areas or facilities, outdoor storage areas, and outdoor display areas shall be made fully conforming at the time of any expansion or intensification of use on the site.

C. Modification or Expansion of Legal Nonconforming Structure

1. A legal nonconforming structure shall not be modified in a manner that expands, extends, or enlarges the use in any manner beyond its existing scope upon the date the nonconformity was created, except as follows:
 - a. The modifications are, in and of themselves, in conformance with the provisions of this Development Code.
 - b. The modifications are limited to minor alterations, improvements, or repairs that do not increase the degree of nonconformity present and do not constitute or tend to produce an expansion or intensification of a nonconforming use.
 - c. The modifications are required by other laws.
 - d. The modifications are incidental to the public acquisition of a portion of a site, no greater degree of nonconformity will be created other than that caused as a result of the public acquisition, and the changed development will conform to current regulations to the maximum extent feasible.

2. No change made to any development or use shall be construed as automatically permitting an extension of any time limit for the termination of a nonconformity.

D. Destruction of Legal Nonconforming Structure

1. A nonconforming structure(s) involuntarily damaged or partially destroyed by fire, act of nature, or act of the public enemy may be repaired or rebuilt and re-occupied only as follows:
 - a. If the cost of repairing or replacing the damaged portion of the structure(s) does not exceed 75 percent of its reasonable value, the structure may be restored, provided the following conditions are met:
 - (1) The reconstruction meets current Building Code requirements.
 - (2) Reconstruction begins within 12 months of the date of damage, unless otherwise allowed by the Director, and is diligently pursued to completion.

E. Discontinuance of Legal Nonconforming Structure. If any legal nonconforming structure is abandoned or the use thereof discontinued for a period of 180 consecutive days or more, all future development of the land shall be in conformity with the provisions of this Development Code. Maintenance of a valid business license shall of itself not be considered a continuation of the use.

F. Off-site Relocation. When a structure is relocated to another lot, it shall be made conforming in all respects with the provisions of this Development Code and all other applicable laws and regulations.

9.03.060 – Nonconforming Uses

Except as otherwise listed below, a legal nonconforming use may continue indefinitely.

- A. Nonconforming Commercial and Industrial Uses.** Nonconforming commercial and industrial uses shall be terminated or made conforming as to use within 10 years from the date on which the Town rendered the use nonconforming.
- B. Other Nonconforming Nonresidential Use.** Other nonconforming non-residential uses shall be terminated or made conforming as to use within 10 years from the date on which the Town rendered the use nonconforming.
- C. Nonconforming Mobile Home Park.** A mobile home park that is nonconforming as to use shall be terminated within 20 years from the date on which the Town rendered the use nonconforming.
- D. Nonconforming Animal Keeping.** Any nonconforming animal keeping, whether a primary use or an accessory use, shall be terminated or made conforming within three years from the date on which the Town rendered the use nonconforming.
- E. Nonconforming Use Eligible for Conditional Use Permit or Other Approval.** Any nonconforming use that is eligible to be considered for a Conditional Use Permit, Land Use Compliance Review, or other discretionary approval under this Development Code shall be

considered to be a nonconforming use unless and until such permit or other such approval is granted.

F. Modifications and Extensions to Legal Nonconforming Uses

1. A legal nonconforming use shall not be modified in any manner that expands, extends, or enlarges the use beyond its existing scope upon the date the nonconformity was created, except as specified below.
 - a. The changes are, in and of themselves, in conformance with the provisions of this Development Code.
 - b. The changes are limited to minor alterations, improvements, or repairs that do not increase the degree of nonconformity present and do not constitute or tend to produce an expansion or intensification of a nonconforming use. A minor alteration shall not increase the area of the nonconforming structure by more than 120 square feet cumulative.
 - c. The changes are required by other laws.
 - d. The changes are incidental to the public acquisition of a portion of a site, no greater degree of nonconformity will be created other than that caused as a result of the public acquisition, and the changed development will conform to current regulations to the maximum extent feasible.
2. No change made to any development or use shall be construed as automatically permitting an extension of any time limit for the termination of a nonconformity.
3. Notwithstanding the provisions regarding Conditional Use Permit or variance, the Director may allow the construction of an additional modification to a legally existing structure within a current yard setback area, as established by an applicable residential Land Use District, when such legally existing building is within the yard setback area, and provided such additional modification does not exceed the projection of the existing structure into such current yard setback area and does not come closer than three (3) feet to any property line.
4. The requirements for a Conditional Use Permit shall not apply to nonconforming residential uses, where such uses are being expanded or modified by no more than twenty-five percent (25%) of the floor space or ground area existing at the time such use became a nonconforming use.

G. Discontinuance of Legal Nonconforming Use

1. If any legal nonconforming use is discontinued for a period of 180 consecutive days or more, subsequent use of the land shall be in conformity with the provisions of this Development Code. Maintenance of a valid business license shall of itself not be considered a continuation of the use.
2. This section shall not apply to any use for which a different period of discontinuance or abandonment is specified under other provisions of this Development Code.

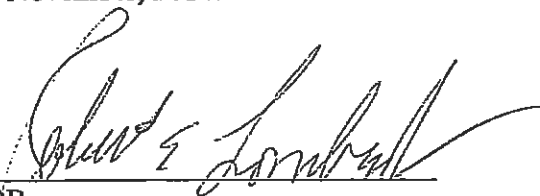
Section 2: Repeal of County Code as Adopted and Amended by the Town: The Town Council hereby repeals Sections 81.0101 thru 81.1095, Section 81.0305, and Sections 84.0801 thru 84.0830 of Title 8 from the Yucca Valley Development Code.

Section 3. Severability: If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

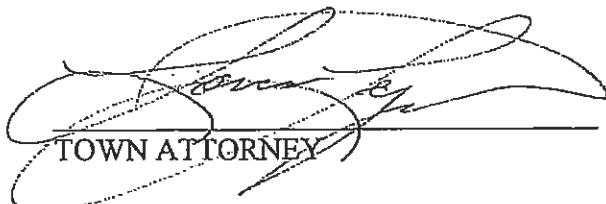
Section 4. Certification; Publication: The Town Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the Town of Yucca Valley, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the Town Clerk in accordance with Government Code § 36933.

Section 5. Effective Date: This Ordinance shall become effective thirty (30) days from its adoption.


APPROVED AND ADOPTED this 18th day of November, 2014.


MAYOR

APPROVED AS TO FORM:


TOWN ATTORNEY

ATTEST:

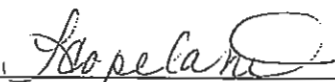

TOWN CLERK

STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO
TOWN OF YUCCA VALLEY

I, Lesley R. Copeland, Town Clerk of the Town of Yucca Valley, California hereby certify that the foregoing Ordinance No. 250 as duly and regularly introduced at a meeting of the Town Council on the 4th day of November, 2014, and that thereafter the said ordinance was duly and regularly adopted at a meeting of the Town Council on the 18th day of November, 2014, by the following vote, to wit:

- Ayes: Council Members Abel, Huntington, Leone, Rowe and Mayor Lombardo
- Noes: None
- Abstain: None
- Absent: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Yucca Valley, California, this 19th day of November, 2014.



Town Clerk of the Town of
Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council
From: Becky Smith, Development Assistant
Date: April 19, 1995
For Council Meeting: May 4, 1995

Subject: Conditional Use Permit, CUP-3-95, Environmental Assessment, EA-2-95,
Yucca Valley R.V. Park

Recommendation: Staff recommends approval of Conditional Use Permit, CUP-3-95 and Environmental Assessment, EA-2-95 as recommended by the Planning Commission, based upon the Findings and Conditions of Approval as outlined within the detailed staff report.

Order of Procedure:

1. Request staff report
2. Any Council questions of staff?
3. Request public comments: (pros and con if you wish)
4. Council discussion
5. Council action

Policy Discussion: Should the Town establish a maximum time frame limiting the stay of RV's on the site? Do the amenities incorporated into the revised site plan satisfy the Councils previous comments? Does the proposed project reflect the character and quality of development for SR62 as desired by the Town Council?

Background and Analysis: Application was filed with the Town requesting approval to construct an R.V. Park consisting of ten (10) recreational vehicle spaces, a 2,460 sq. ft. main building containing a managers apartment, recreation room, indoor spa, showers, restrooms, and renovation of an existing swimming pool. Each R.V. space will be approximately 1,800 sq. ft. paved with gravel and with individual amenities for each space. The total developed area is approximately 1.28 acres. The detailed staff report is attached, and the information will not be repeated in this Staff Report.

Approved: _____ *SRS* _____
 Finance Department Attorney Town Mgr

<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Request of other Agency	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Study Session
<input type="checkbox"/> Consent	<input type="checkbox"/> Presentation	<input type="checkbox"/> Resolution	<input type="checkbox"/> Public Hearing

Alternatives: The Town Council may accept the Planning Commissions recommendation and approve the Conditional Use Permit, and the Environmental Assessment, or the Town Council may reject the Planning Commission's recommendation based upon the finding that the project will not be consistent with the future General Plan, and deny the application. the Council may also modify the project as deemed necessary.

Fiscal Impact: No fiscal impacts will occur to the Town based upon possible alternative actions. The applicant is responsible for all costs associated with review and processing of the application.

Attachments: Detailed Staff Report
Application materials
Associated maps

Previously Reviewed by: Development Review Committee
Planning Commission
Town Attorney
Town Manager

C:\wpwin60\wpdocs\cup395.tc

Town Council: May 4, 1995

**TOWN OF YUCCA VALLEY
COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING DIVISION
STAFF REPORT SYNOPSIS**

Case: CONDITIONAL USE PERMIT, CUP-3-95
ENVIRONMENTAL ASSESSMENT, EA-2-95
YUCCA VALLEY R.V. PARK

Request: APPLICANT'S REQUEST FOR APPROVAL OF CONDITIONAL USE PERMIT, CUP-3-95 AND ENVIRONMENTAL ASSESSMENT, EA-2-95, TO CONSTRUCT AN R.V. PARK CONSISTING OF TEN (10) RECREATIONAL VEHICLE SPACES, A 2,460 SQ. FT. MAIN BUILDING CONTAINING A MANAGERS APARTMENT, RECREATION, ROOM, INDOOR SPA, SHOWERS, RESTROOMS, AND RENOVATION OF AN EXISTING SWIMMING POOL. EACH R.V. SPACE WILL BE APPROXIMATELY 1,800 SQ. FT., PAVED WITH GRAVEL, AND WITH INDIVIDUAL AMENITIES FOR EACH R.V. SPACE. THE TOTAL DEVELOPED AREA IS APPROXIMATELY 1.28 ACRES.

Applicant: MAHENDRA & LATA PANDHI
13654 PALM STREET
CERRITOS, CA 90703

**Engineer/
Representative:** HACKER ENGINEERING
57370 29 PALMS HIGHWAY
YUCCA VALLEY, CA 92284

Location: THE PROJECT IS LOCATED BETWEEN KICKAPOO TRAIL AND INCA TRAIL ON THE NORTH SIDE OF 29 PALMS HIGHWAY, AND IS IDENTIFIED AS ASSESSOR PARCEL MAP 586-101-03.

Surrounding Land Use: NORTH: VACANT
SOUTH: COMMERCIAL BUSINESSES/ACROSS 29 PALMS HWY.
WEST: VACANT BUILDING
EAST: VACANT

Existing Land Use: THE SITE IS CURRENTLY ZONED YV/CG, GENERAL COMMERCIAL. THE PROPERTY IS VACANT WITH SEVERAL EXISTING JOSHUA TREES.

**Surrounding Land Use
Designations:** NORTH: YV/CG, GENERAL COMMERCIAL
SOUTH: YV/CG, GENERAL COMMERCIAL
WEST: YV/CG, GENERAL COMMERCIAL
EAST: YV/CG, GENERAL COMMERCIAL

RECOMMENDATIONS:

DE MINIMIS FINDING: Staff recommends Town Council consideration of the Planning Commission recommendation of a De Minimis finding for Environmental Assessment, EA-2-95, based upon the findings of fact that there is no possibility for impact upon fish and/or wildlife resources.

ENVIRONMENTAL ASSESSMENT, EA-2-95 Staff recommends Town Council consideration of the Planning Commission recommendation of adopting a Negative Declaration for Environmental Assessment, EA-2-95, based upon the findings of fact that all identified impacts have been mitigated to a level of non-significance.

CONDITIONAL USE PERMIT, CUP-3-95: Staff recommends Town Council consideration of the Planning Commission recommendation of approval of Conditional Use Permit, based upon the findings and conditions of approval.

Existing Land Use

Designations: YV/CG, GENERAL COMMERCIAL

Draft General Plan Land Use

Designation: CG, GENERAL COMMERCIAL

Property Information:

THE SITE IS VACANT AND UNDEVELOPED AND CONTAINS A DIRT FILLED SWIMMING POOL. THERE IS PARTIAL PAVING AND A CONCRETE DRIVEWAY ENTRANCE. THERE IS A ONE FOOT HIGH BLOCK WALL ALONG THE FRONT OF THE PROPERTY. THE SITE IS APPROXIMATELY 1.28 ACRES IN SIZE WITH APPROXIMATELY 17 JOSHUA TREES EXISTING ON THE PROPERTY.

Proposed Land Use:

THE PROJECT PROPOSES TO CONSTRUCT AN R.V. PARK WITH TEN (10) SPACES, RECREATION ROOM, MANAGERS APARTMENT, ASSOCIATED AMENITIES AND IMPROVEMENTS, AND THE RENOVATION OF AN EXISTING SWIMMING POOL. EACH SPACE WILL PROVIDE INDIVIDUAL AMENITIES SUCH AS UTILITY HOOK-UPS, PICNIC BENCHES AND BARBECUES.

Development Review

Committee: THIS PROJECT WAS REVIEWED BY THE DRC ON APRIL 6, 1995 WITH A RECOMMENDATION TO FORWARD THE PROJECT TO THE PLANNING COMMISSION WITH THE ATTACHED CONDITIONS OF APPROVAL

Project Action: THE APPLICATION WAS ACCEPTED ON MARCH 15, 1995 AND DEEMED COMPLETE ON MARCH 27, 1995, PURSUANT TO THE STATE OF CALIFORNIA GOVERNMENT CODE 65493 (a)

Planning Commission Hearing: THE PLANNING COMMISSION RECOMMENDED APPROVAL ON A 4-0-1 VOTE WITH REVISIONS TO ORIGINAL CONDITION NUMBER: 27 AND ADDITION OF CONDITION 56 WHICH ADDRESSES SIDEWALK REQUIREMENTS.

Public Notification: PURSUANT TO SECTION 83.010330, NOTICE OF HEARING FOR THE CONDITIONAL USE PERMIT APPLICATION IS REQUIRED TO BE PUBLISHED IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN OF YUCCA VALLEY. LEGAL NOTICE IS ALSO REQUIRED TO BE GIVEN TO ALL PROPERTY OWNERS WITHIN A THREE (300) HUNDRED FOOT RADIUS OF THE EXTERIOR BOUNDARIES OF THE SUBJECT SITE. AS REQUIRED, THIS PROJECT WAS NOTICED BY PUBLICATION AND ON MARCH 28, 1995, NOTICE OF THE HEARING WAS MAILED TO ALL PROPERTY OWNERS WITHIN A 300 FOOT RADIUS OF THE PROJECT SITE.

Number of Property Owners

Notified: NINETEEN (19) OWNERS NOTIFIED. AT THE WRITING OF THIS STAFF REPORT, NO RESPONSES HAVE BEEN RECEIVED FROM ADJACENT PROPERTY OWNERS.

I. GENERAL INFORMATION

REQUEST: Applicant's request to approve Conditional Use Permit, CUP-3-95 permitting the construction of a recreational vehicle park with a manager's apartment, recreation room, indoor spa, showers, restrooms, ten (10) R.V. spaces and the renovation of an existing swimming pool. Also proposed is asphalt paving for the drive aisles and gravel for the R.V. spaces. The R.V. spaces will be approximately 1,800 sq. ft. with individual amenities such as utility hook-ups, picnic benches, and barbecues.

LOCATION: The property is located between Kickapoo Trail and Inca Trail on the north side of 29 Palms Highway. It is also identified as Assessor Parcel Number 586-101-03.

PROJECT DESCRIPTION: The project proponent is seeking approval of Conditional Use Permit, CUP-3-95 for the construction of a recreational vehicle park consisting of ten (10) spaces, associated amenities and improvements. The project includes landscaping, new perimeter fencing for the property, recreation room, indoor spa, showers, restrooms, ten (10) R.V. spaces and the renovation of an existing swimming pool. The property frontage will include a combination block and wrought iron wall with an entry gate and landscaping. Also proposed is asphalt paving for the drive aisle and gravel for the R.V. spaces. The R.V. spaces will be approximately 1,800 sq. ft. with individual amenities such as utility hook-ups, picnic benches, and barbecues. The site plan is indicating three (3) guest parking spaces and one handicap (van accessible) space. Each R.V. space will be separated with 4 x 4 redwood borders that will identify each space. Each R.V. space will contain safety lighting, sewer hook-up, and electrical outlets. Each will be provided with a picnic bench, barbecue, and shade trees.

PROJECT SYNOPSIS:

SITE COVERAGE

PROJECT AREA		1.28 acres (56,000 sq. ft.)	
RECREATION BUILDING		836 sq. ft.	1.4%
MANAGERS APARTMENT		1,008 sq.. ft.	1.8%
BUILDING HEIGHT		14.5 feet	
CONSTRUCTION MATERIAL		Stucco/tile roof	
R.V. PARKING AND LANDSCAPING		34,118 sq. ft.	57%
PAVED AREA		11,261 sq. ft.	20%
PARKING PROVIDED	3 GUEST SPACES	PARKING REQUIRED	10 R.V. SPACES
	10 R.V. SPACES		<u>1 HANDICAP</u>
	<u>1 HANDICAP</u>		11 TOTAL
	14 TOTAL		

TRAFFIC: Traffic generated from the project will not be significant as the project fronts on a major arterial (29 Palms Highway) which is designed to facilitate additional traffic flow.

II. PROJECT ANALYSIS

ENVIRONMENTAL REVIEW: A copy of the Initial Study is attached hereto. The Initial Study has identified no possibility for impacts to the environment or to fish and wildlife resources caused by the development of the project as presented.

ADJACENT LAND USE/ZONING: The project is within and surrounded by the CG, General Commercial land use district. Property to the north and east is vacant, to the west is a vacant building, and to the south (across 29 Palms Highway) are commercial businesses.

SITE CHARACTERISTICS: The project site is currently vacant and undeveloped with a dirt filled swimming pool which may have previously been part of a motel, now demolished. There are approximately 17 Joshua Trees on the property.

ACCESS/PARKING: Access to the site is through 29 Palms Highway via a concrete driveway approach and continues through the property with a paved drive aisleway. The project is providing 3 guest parking spaces and 1 handicap space dedicated to meet the requirements of American's with Disability

Act. Each recreational vehicle space can accommodate one (1) additional parking space besides the R.V. unit. The total parking spaces provided is 14 (10 R.V. spaces x 1 = 10 + 3 = 14). The Development Code does not specify parking requirements for Recreational Vehicle Parks, but it may be interpreted to be classified under Section 87.0630(d), Motels, hotels, and motor hotels: One (1) parking space for each unit. In this case, the project meets Parking Regulations, pursuant to the Development Code.

SIGNAGE: The applicant is proposing a 12' free-standing sign for the project. The sign copy is indicated as 32 square feet.

BACKGROUND: This application was submitted previously in October 1994. The project was reviewed by the Planning Commission and a recommendation of approval was forwarded to the Town Council. The Town Council identified several concerns with the proposal. Some of these included proper fencing for the frontage, the lack of proper amenities such as restroom facilities, showers, and recreational elements. These issues were related to the fact that the property is at the west entry into the Town, and the Council is anticipating quality projects along this corridor. Due to the lack of amenities for this type of project and the high visibility along 29 Palms Highway, it was denied by the Town Council. The applicant has re-submitted the project and has incorporated onto the site plan many of the concerns identified by the Town. The project as presented, is including additional quality elements such as a recreation room, manager's apartment, asphalt paving, decorative fencing and recreational amenities.

DISCUSSION: The applicant is proposing to develop the subject property as a Recreational Vehicle Park. Currently, the site is vacant and unimproved. The development of the property would provide on-site improvements and provide an area for overnight parking for recreational vehicles. This type of facility will be beneficial for recreational vehicles passing through the Town that may be destined for the Joshua Tree National Park or other recreational points of interest. The addition of this development could

Joshua Tree National Park or other recreational points of interest. The addition of this development could be a potential source of revenue for surrounding commercial businesses.

The applicant is proposing to fence the site with chain link fencing and privacy screening, except the property frontage. There is an existing one (1) foot high block/concrete wall with two pilasters at the ends of the driveway approach. Due to the Cal Trans requirement for future additional right-of-way along Highway 62, this wall is proposed to be demolished. A 6' combination block and wrought iron wall is proposed along the frontage with a 32 foot wide entry gate. Landscaping is also proposed along the frontage which will provide not only a pleasing entry into the Town, but this type of improvement may encourage other businesses along Highway 62 to follow the same suit.

The property gradually slopes from the southwest to northeast with drainage flow directed to the rear of the site. The paved drive aisle will facilitate sheet flow toward the onsite retention basin and will mitigate drainage impacts for the site.

The project is proposed with a manager's quarters, a separate recreational building which will include an indoor spa, showers, restrooms, and washer/dryer facilities. The building is shown with stucco exterior and mission style concrete tile roof. There is a ten (10) foot breezeway separation between the two units.

The project is designed with the intention of the pool area to be renovated. The costs to renovate and improve this area have been projected and the applicant has indicated that the site will be improved with or without the swimming pool. This will be dependant upon inspection of the pool once the dirt fill is removed. In the event that the swimming pool cannot be renovated, the applicant is proposing to utilize the area for an additional outdoor recreational area. This may include a horseshoe pit, tot lot and

picnic area. Staff has conditioned the project to ensure the area is improved with additional amenities associated with the R.V. Park.

PLANNING COMMISSION: The Commission discussed the project amenities and specifically the time frame for allowing R.V. overnite parking. The original CUP was for a 10 year approval and the overnite parking was intended for 4 week periods of time. Due to the increase in costs and the permanance of the project, the Commission felt that extended stays are equitable in order for the owner to re-coup additional financial responsibilities. Revisions to the conditions included the addition of sidewalk for the property frontage and extended stays for R.V. parking for up to 6 months, and a condition to disallow outdoor storage for the premises.

FINDINGS: CONSISTENCY WITH TOWN OF YUCCA VALLEY FUTURE GENERAL PLAN

The California Government Code, Section 65360, reads as follows:

"The legislative body of a newly incorporated City or newly formed County shall adopt a general plan within 30 months following incorporation or formation. During that 30-month period of time, the City or County is not subject to the requirement that a general plan be adopted or the requirements of State law that decisions be consistent with the general plan, if all of the following requirements are met.

1. The Town of Yucca Valley is proceeding in a timely fashion with the preparation of the general plan.
2. The planning agency finds, in approving projects and taking other actions, including the issuance of building permits, pursuant to this title, each of the following:
 - a. There is a reasonable probability that the land use or action proposed will be consistent with the general plan proposal being considered or studies which will be studied within a reasonable time, as specified in the paragraphs herein after set forth.
 - b. There is little or no probability of substantial detriment to, or interference with, the future adopted general plan if the proposed use or action is ultimately inconsistent with the plan, as specified in the paragraphs herein after set forth.

- c. The proposed use or action complies with all other applicable requirement of state law and local ordinances.

FINDINGS FOR CUP-3-95:

1. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, setbacks, walls and fences, parking areas, landscaping, recreational amenities, and other features are in compliance with zoning and development code requirements because the Recreational Vehicle Park is providing adequate setbacks as established within the CG-General Commercial land district.
2. The site has adequate access because the property fronts 29 Palms Highway and takes access from the one existing driveway. Any increased traffic impacts are lessened by the dedication of right-of-ways adjacent to 29 Palms Highway.
3. The proposed use will not have a substantial adverse effect on abutting property or uses because the permitted use will not generate excessive noise, vibration, traffic or other disturbance. In addition, the recreational vehicle park use will not substantially interfere with the present or future ability to use solar energy systems.
4. The conditions stated in the approval are deemed necessary to protect the public health, safety and general welfare. The Conditions of Approval ensure compliance with the requirements of the Town of Yucca Valley in relation to access, circulation, fire protection, building construction, and compatibility with surrounding land uses.
5. The proposed use is consistent with the goals, objectives and standards of the General Plan and Development Code as the recreational building and R.V. parking facilities are consistent with the CG, General Commercial land use district with a Conditional Use Permit.

CONDITIONS OF APPROVAL

I. GENERAL CONDITIONS

1. This Conditional Use Permit is for construction of a ten (10) space recreational vehicle park, a managers apartment, associated amenities, and improvements on an approximately 1.28 acre parcel. The property is located between Kickapoo Trail and Inca Trail on the north side of 29 Palms Highway. The property is identified as Assessor Parcel Number 0586-101-03.
2. The applicant/owner shall agree to defend at his sole expense any action brought against the Town, its agents, officers, or employees, because of the issuance of such approval, or in the alternative, to relinquish such approval, in compliance with the Town of Yucca Valley Development Code. The applicant shall reimburse the Town, its agents, officers, or employees for any court costs, and attorney's fees which the Town, its agents, officers or employees may be required by a court to pay as a result of such action. The Town may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his obligations under this condition.
3. This Conditional Use Permit shall become null and void if all conditions have not been complied with and the occupancy or use of the land has not taken place within two (2) years of the Town of Yucca Valley date of approval. Extensions of time may be granted by the Planning Commission and/or Town Council. The applicant is responsible for the initiation of an extension request.

Approval Date May 4, 1995

Expiration Date May 4, 1997

4. The applicant/owner shall ascertain and comply with requirements of all State, County, Town and local agencies as are applicable to the project area. These include, but are not limited to, Environmental Health Services, Transportation/Flood Control, Fire Warden, Building and Safety, State Fire Marshal, Caltrans, High Desert Water District, Airport Land Use Commission, California Regional Water Quality Control Board, the Federal Emergency Management Agency, Mojave Desert Air Quality Management District, Community Development Department, and all other Town Departments. The applicant is required to comply with other Town and agency requirements related to subsequent implementing permits related to the Conditional Use Permit. Subsequent implementing permits may have individual conditions and standard provision which the applicant is required to comply with. These typically include grading, street improvements, building, and other typical permits related to this approval.*

5. All conditions of this Conditional Use Permit are continuing conditions. Failure of the applicant and/or operator to comply with any or all of said conditions at any time shall result in the revocation of the permit granted to use the property.
6. All signs proposed by this project may only be lit by steady, stationary, shielded light directed at the sign, by light inside the sign, and directed stationary neon lighting. The glare from the luminous source shall not exceed one-half (0.5) foot candle. The lighting system shall be placed on an automatic timer which turns all sign lighting off no later than 9:00 P.M.* Lights attached to the structures for private security purposes are not subject to this conditions, but shall comply with the Town's night sky ordinance. Any lights used to illuminate the site shall be hooded and designed so as to reflect away from adjoining properties, public thoroughfares, and from being directed into the Sky. Both on-site and street lighting are subject to approval by the Town of Yucca Valley. On-site lighting poles shall not exceed a height of ten (10) feet, and shall be designed with motion detector systems or placed on timers to shut-off no later than 9:00 P.M.
7. Unless a De Minimis finding is approved by the Planning Commission, the applicant/owner shall pay a fee of \$1,250.00 (one thousand two hundred fifty dollars) to the Department of Fish and Game, pursuant to California State Assembly Bill 3158. This fee shall be submitted to the Clerk of the Board of Supervisors within five (5) days after the effective date of Conditional Use approval. The applicant should be aware that Section 21089(b) of the Public Resources Code provides that any project approved under CEQA is not operative, vested, or final until the required fee is paid. Proof of fee payment may be required prior to issuance of building permits.*
8. Human occupancy structures shall be designed in accordance with seismic safety construction practices for the site.
9. Drainage of the site shall mitigate ponding and impacts of flows over cut or fill slopes. Where water is collected in a common area and discharged, protection of native soil shall be provided.*
10. If any archaeological material is noted during the site clearing or subsequent grading, work shall be halted in the vicinity of the deposit and an archaeologist shall be retained to examine the material and make any necessary recovery.*
11. The applicant is required to monitor the operation to insure the protection of the public's health, safety and welfare. Written clearance may be required and obtained from the designated California Regional Water Quality Control Board and a copy forwarded to DEHS. The applicant/owner may be required to obtain a Project Compliance Permit from DEHS Code Enforcement Section, to monitor compliance with Conditions of Approval.

12. Noise levels shall be maintained below Town Standards, Development Code Section 87.0905(b).*
13. All refuse generated at the premises shall at all times be stored in approved containers and shall be placed in a manner so that visual, noise, or other impacts, and environmental public health nuisances are minimized and complies with the Yucca Valley Code 33087.*
14. All refuse containing garbage shall be removed from the premises in accordance with Yucca Valley Town Code 33.083.*
15. Water spraying or other approved methods shall be used during grading operations to control fugitive dust. A dust mitigation plan shall be submitted to the Town Planning Department prior to issuance of grading permits for the project. Dust control shall be in conformance with SCAQMCD requirements. Graded, undeveloped and other open area shall be treated with a dust polymer as approved by the Town Engineer.*
16. All buildings shall be provided with a fully enclosed trash enclosure with separate pedestrian access.
17. No open outdoor storage activity generally not associated with RV facilities will be allowed on-site.
18. Applicant shall pay all fees charged by the Town as required for processing, plan checking and construction inspection. The fee amount(s) shall be those which are in effect at the time the work is undertaken and accomplished.
19. All improvements shall be inspected by the Town Engineer or Building and Safety Division (as appropriate). Any work completed without proper inspection may be subject to removal and replacement under proper inspection.
20. Handicapped site access improvements shall be in conformance with the requirement of Title 24 of the California Building Code.
21. All structures shall comply with the construction requirements of the Flood Plain (FP) Management Ordinance.*
22. Sewage disposal system shall be designed in conformance with San Bernardino County DEHS requirements and shall be maintained so as not to create a public nuisance.
23. Parking and on-site circulation requirement shall be provided for as identified on the approved site plan. Two-way access drives shall be a minimum of 24 feet wide. One-way drives shall be a minimum of 20 feet wide. The direction of travel shall be clearly indicated by use of signage and pavement marking. Areas reserved for access drive and/or fire lanes shall be clearly designated.*

percent (25%) of the parking spaces may be allocated to compact car parking. The compact car parking space shall be clearly marked and/or posted with signs stating "Compact Cars Only".

All full-size parking spaces shall be minimum of 9 feet in width and 19 feet in length. Compact car parking spaces shall be a minimum of 8 feet wide and 16 feet deep.

24. All disturbed unimproved areas shall be kept in a dust free and weed free condition. Measures implementing this condition shall be shown on the landscape plan. No open dirt areas shall be left without ground cover or continuous maintenance efforts on the site.*
25. Applicant shall obtain letters from utility companies with existing facilities within any existing utility easements stating that the proposed improvements will not unreasonable interfere with the operation and maintenance of their facilities.
26. Prior to the issuances of any permit, the applicant shall submit a letter to the Community Development Department indicating agreement to all Conditions of Approval applied to the project. The Developer shall also include in the letter an indication of understanding the timing and requirements related to portions of the conditions, including Prior to Issuance of a Grading Permit, Prior to Issuance of a Building Permit, and Prior to Final Inspection, etc.
27. The project applicant shall post or notify potential recreational vehicle customers that the maximum time for r.v. overnight parking is six (6) months.
28. The sign for the property shall be based on the Sign Design Guidelines ratio of 1.5:1 (1 1/2 sq. ft. to each 1 foot linear building frontage) . The height for the free-standing sign shall not exceed 12 feet.

I. PRIOR TO ISSUANCE OF A GRADING PERMIT

29. The septic system shall be maintained so as not to create a public nuisance and shall be serviced by a DEHS permitted pumper. Soil testing for the subsurface disposal system shall meet the requirements of the Department of Environmental Health Services. Applicant shall submit a minimum of three (3) copies of percolation report for the project site and an appropriate fee to DEHS for review and approval, a copy of the cover sheet with approval stamp to Building and Safety at the time of building permit application, and two (2) copies of the approved percolation report to Building and Safety at the time of construction plan check.*
30. The applicant shall submit written proof to the Building Official prior to grading, that the conditions of approval or comments, as required, from the High Desert Water District, Colorado Regional Water Quality Control Board, and the United States Post Office that all conditions/comments have been satisfied.
31. A preliminary geological and soils engineering investigation shall be conducted by a registered soils engineer with a report submitted for review along with the grading plan and shall include

pavement recommendation (on and off-site). The report recommendation shall be incorporated into the grading plan design prior to grading plan approval. The soils engineer and/or the engineering geologist must certify to the adequacy of the grading plan. Soil testing for the subsurface sewage disposal system shall meet the requirements of the San Bernardino County Department of Environmental Health Service (DEHS). Alquist-Priolo Special Studies Zone information shall be provided within the soils reports.

32. A grading plan, prepared by a California Registered Civil Engineer, shall be submitted for Town review and approval prior to issuance of any permits. No clearing or grading shall be completed without issuance of a grading permit. The prepared grading plan shall conform to the approved site plan. The final grading plan shall be reviewed and approved by the Town Engineer prior to issuance of grading permits. The applicant/owner is responsible for fees incurred by the Town Engineer.
33. Import/export of earth materials shall only be from/to an approved borrow/stock pile site. In the event of import/export, the Applicant shall submit a plan designating intended haul routes for approval by the Town Engineer. Additional securities may be required to mitigate potential damage to and insure cleanup to existing streets.
34. A drainage report, prepared by a California Registered Civil Engineer, shall be submitted for Town review prior to issuance of any permits. The format and content of the report shall be as required by the Town Engineer. The report shall be prepared in accordance with the requirement of the San Bernardino County flood Control District regarding flood protection criteria and shall include flood zone information. Project within the 100 year Flood Insurance Rate Map (Firm) will require a Flood Hazard Report to show compliance with FEMA requirements. Adequate provision shall be made to intercept and conduct the existing tributary drainage flows around or through the site in a manner which will not adversely affect adjacent or downstream properties at the time the site is developed.*
35. Street improvement plans, prepared by a California Registered Civil Engineer, shall be submitted to Cal Trans for review and approval prior to issuance of encroachment permits for any work within public right-of-way. Coordination with Cal Trans is necessary, in the event that additional right-of-way is required or any work within that right-of-way which will need that agency's prior review and evaluation.
36. The applicant shall obtain Fire Marshal approval of the site plan and building plans. The applicant shall comply with the conditions and requirements of the Town's Fire Marshal. Prior to any construction occurring on any parcel, the applicant shall contract the Fire Agency for verification of current Fire Protection Requirements.
37. A Joshua Tree Relocation Plan in accordance with the Town's Joshua Tree Site Review Procedures shall be submitted to the Town Planning Department for approval prior to the issuance of grading permits for the project.

39. If the project site is within occupied habitat of the desert tortoise, the applicant shall obtain a Section 10(a) permit or acknowledgement from the U.S. Fish and Wildlife Service that a permit is not required prior to any land disturbance. A copy of said permit or acknowledgement shall be submitted to the Town.*
40. Applicant shall comply with requirements of NPDES (Non-Point Pollution Discharge Elimination System) as applicable.

II. PRIOR TO ISSUANCE OF A BUILDING PERMIT

41. The applicant/owner shall maintain all permanent plantings as identified on the approved landscaping plan. Present desert native species on site shall be reincorporated into the landscaping plan. The applicant/owner shall provide two (2) copies of a landscape and irrigation plan showing the size, type and location of all replacement plantings and irrigation systems for the building additions. Landscape material shall be consistent with the surrounding existing landscaping. The plan shall be approved by the Town's Landscape Architect prior to issuance of Building Permits.
42. Adequate provisions shall be made during and after construction to maintain wind and drainage erosion and dust control for all areas disturbed by grading. Exact methods of such control shall be subject to review and approval by the Town Engineer. No sediment is to leave the site. Additional securities may be required to insure compliance with this requirement.*
43. Certification from the appropriate school district shall be provided as required by California Government Code Section 53080 (b) that any fee charge, dedication, or other form of requirement levied by the governing board of the district pursuant to Government Code Section 53080 (a) has been satisfied.
44. When plans are submitted to Building and Safety, the applicant shall provide a letter of intent describing the specific use of the property.
45. Fencing shall comply with standards identified within the Development Code, CG, General Commercial land use district. Chain link fencing shall be properly screened. Fencing along the frontage shall be 6 foot decorative block and wrought iron as shown on the site plan, subject to review by the Community Development Department.
46. A final soils report, compaction report and shall be submitted and approved by the Town Building Official prior to issuance of any building permits.
47. In the event that the swimming pool cannot be renovated, the applicant shall submit a revised site plan indicating the area to be utilized for additional recreational amenities for the area, subject to review by the Community Development Department.
48. Prior to construction, approved fire hydrants and fire hydrant pavement markers shall be installed. Fire hydrants shall be six (6) inches in diameter with a minimum of one four (4) inch and one 2

1/2 inch connection as specified by fire staff. The design of the fire hydrant and hydrant markers shall be approved by the Fire Agency. In areas where snow removal occurs or non-paved roads exist, the blue reflective hydrant marker shall be posted on an approved post three (3) feet from hydrant. All fire hydrant spacing shall be three hundred (300) feet with the exception of single family which may be increased to six hundred (600) feet maximum unless otherwise approved by the Fire Chief. Street and other markers will be provided in accordance with the requirements of the Fire Marshal.

49. Prior to any construction occurring, the Applicant/Developer is required to provide Fire Staff with a letter from the water company having jurisdiction, verifying financial arrangements have been made for the required water improvements or that an existing fire hydrants and water system will meet distance and fire flow requirements. Fire flow water supply shall be in place prior to placing combustible materials on the job-site.

IV. PRIOR TO FINAL INSPECTION

50. All landscaping and irrigation shown on the approved landscape and irrigation plans and all required walls/fences shall be completed prior to final inspection.
51. Prior to final inspection, commercial and industrial street address numbers shall be posted on the building with a minimum of eight (8) inch numbers by three-fourth (3/4) inch stroke width and shall be visible from the street. During the hours of darkness the numbers shall be electrically illuminated.
52. Prior to Fire Agency clearance for occupancy, the installation of one fire hydrant shall be located within the frontage of the subject property.
53. Prior to final inspection, an automatic fire alarm system may be required in accordance with the Uniform Fire Code. The developer shall submit detailed plans to a Fire Protection consultant approved by the Fire Agency.
54. "No Parking, Fire Lane" signs shall be installed, on interior access drives and private roads. These signs shall be posted at designated location by Fire Staff. Fire lane curbs shall be painted red. Signs shall be in accordance with Fire Agency Standard No. #116.
55. Prior to final inspection or occupancy, hand portable fire extinguishers are required to be provided. The location, type and cabinet design shall be approved by the Fire Agency.
56. The applicant shall construct a meandering sidewalk along the property frontage for pedestrian access. Coordination with Cal Trans is necessary, in the event that additional right-of-way is required or any work within that right-of-way which will need that agency's prior review and evaluation.

CUP-3-95

EA-2-95

YUCCA VALLEY R.V. PARK

MAY 4,1995, YUCCA VALLEY TOWN COUNCIL MEETING

57. Applicant shall provide documents for offer of dedication for additional ten (10) feet of right of way (65' total) along Twentynine Palms Highway (SR 62).
58. Applicant shall agree to participate in his fair share of future improvement costs to widen SR62 to the ultimate right-of-way. Format of agreements shall be as approved by the Town Manager.
59. Applicant shall agree, at time of future improvements to SR62, to complete on-site improvements, as required, to re-configure site to conform to new Caltrans right-of-way. Reconfiguring of site plan shall be in conformance with all applicable codes.

*****SPECIFIC PROJECT REQUIREMENTS****

1. Posting of vehicle capacity required.
2. Exit signs required.

(END)

C:\WIN\WPDOCS\PC395.TC

TOWN OF YUCCA VALLEY

ASSESSOR'S PARCEL NUMBER:
586-101-03

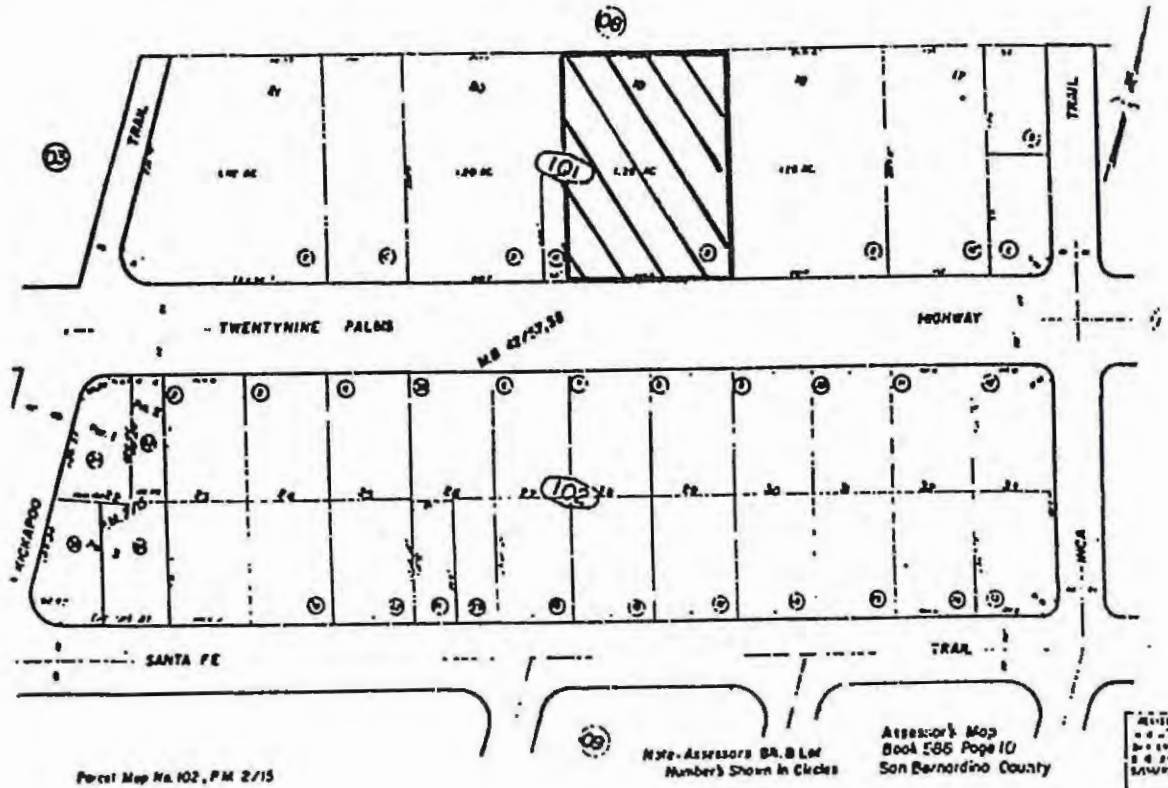
PROJECT NO.:
CUP-3-95 & EA-2-95

LOCATION/ADDRESS:
*On the north side of 29 Palms Hwy.
Between Kickapoo Trail and Inca Trail*

MEETING DATE:
*Town Council Meeting
May 4, 1995*

For Yucca Village No.3 Tract No.306!
M.B. 42/57-58

Morongo Unified 596-10
Tax Rate Area
9-1006



ASSESSOR'S PARCEL MAP

SITE PLAN

PREPARED BY:



APPLICANT/OWNER:
YUCA VALLEY R.V. PARK
 1000 YUCA VALLEY BLVD.
 YUCA VALLEY, CALIF. 92379

LEGAL DESCRIPTION:
 THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 35N, RANGE 12E, SHERMAN COUNTY, CALIFORNIA

ASSESSOR'S PARCEL NO.: 017-020-001

JACOBS' BLOCK MAP
 1988, 1991, 1994, 1997, 2000

ZONING: R-1

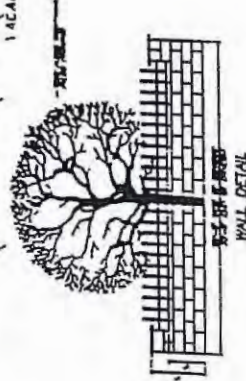
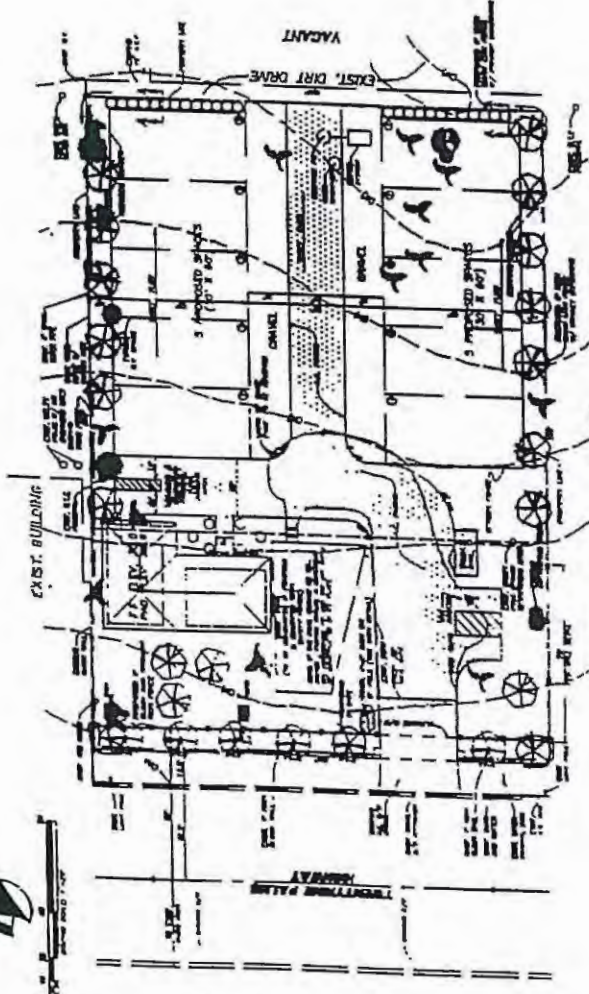
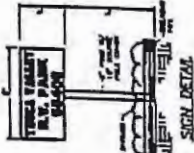
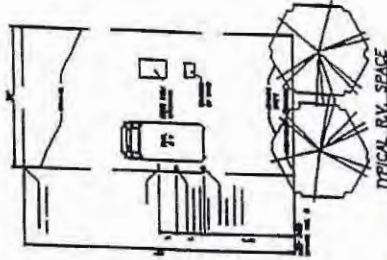
AREA: 1.00 AC

LAND USE: COMMERCIAL

NOTES:

1. THIS SITE PLAN IS THE PROPERTY OF THE ENGINEER AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.
2. THIS SITE PLAN IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON.
3. ANY CHANGES TO THIS SITE PLAN MUST BE APPROVED BY THE ENGINEER.
4. THE ENGINEER HAS CONDUCTED A VISUAL GENERAL SURVEY OF THE SITE AND HAS FOUND THAT THE SITE IS SUITABLE FOR THE PROPOSED USE.
5. THE ENGINEER HAS CONDUCTED A VISUAL GENERAL SURVEY OF THE SITE AND HAS FOUND THAT THE SITE IS SUITABLE FOR THE PROPOSED USE.

LEGENDS:

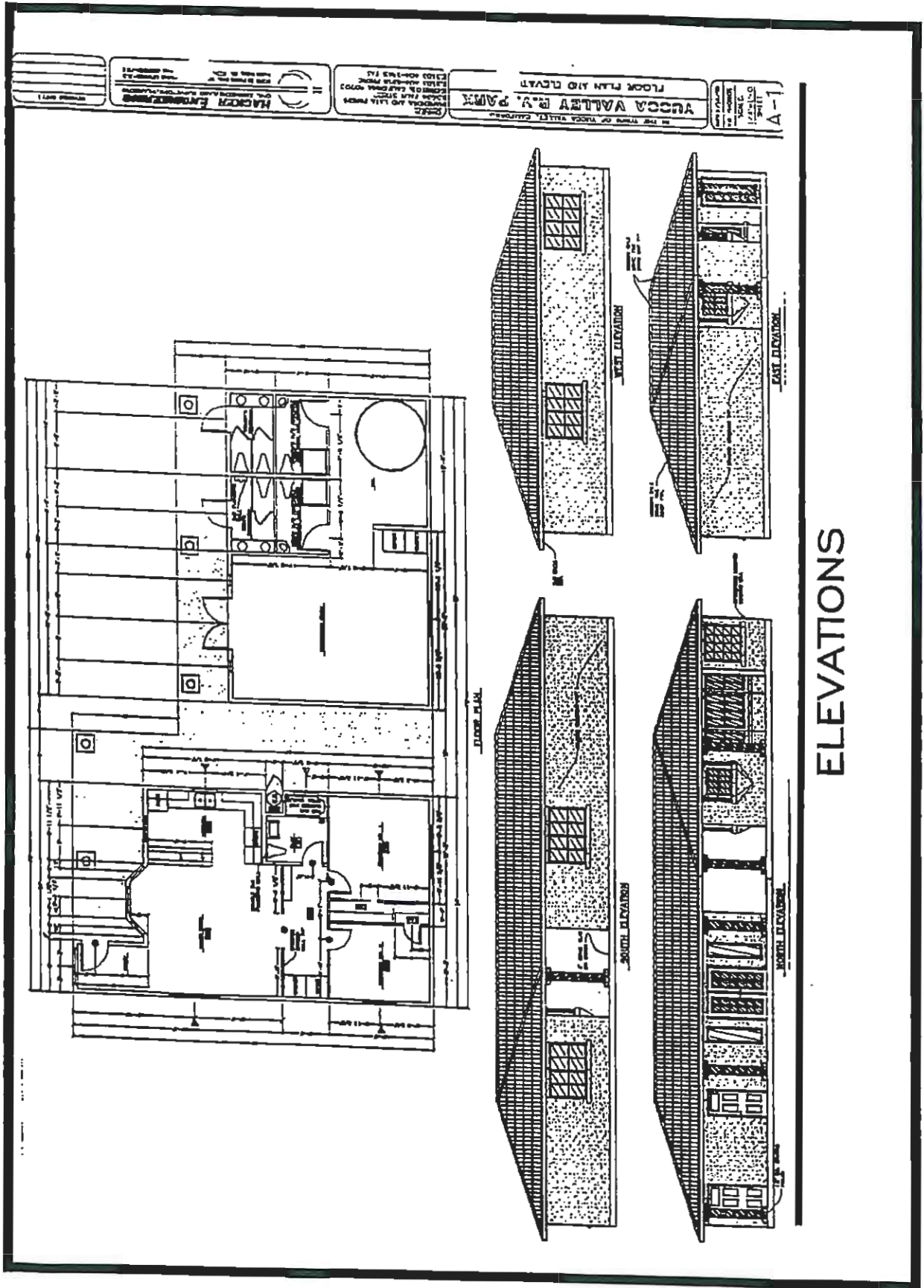


TOWN OF YUCA VALLEY
 YUCA VALLEY R.V. PARK
 SITE PLAN

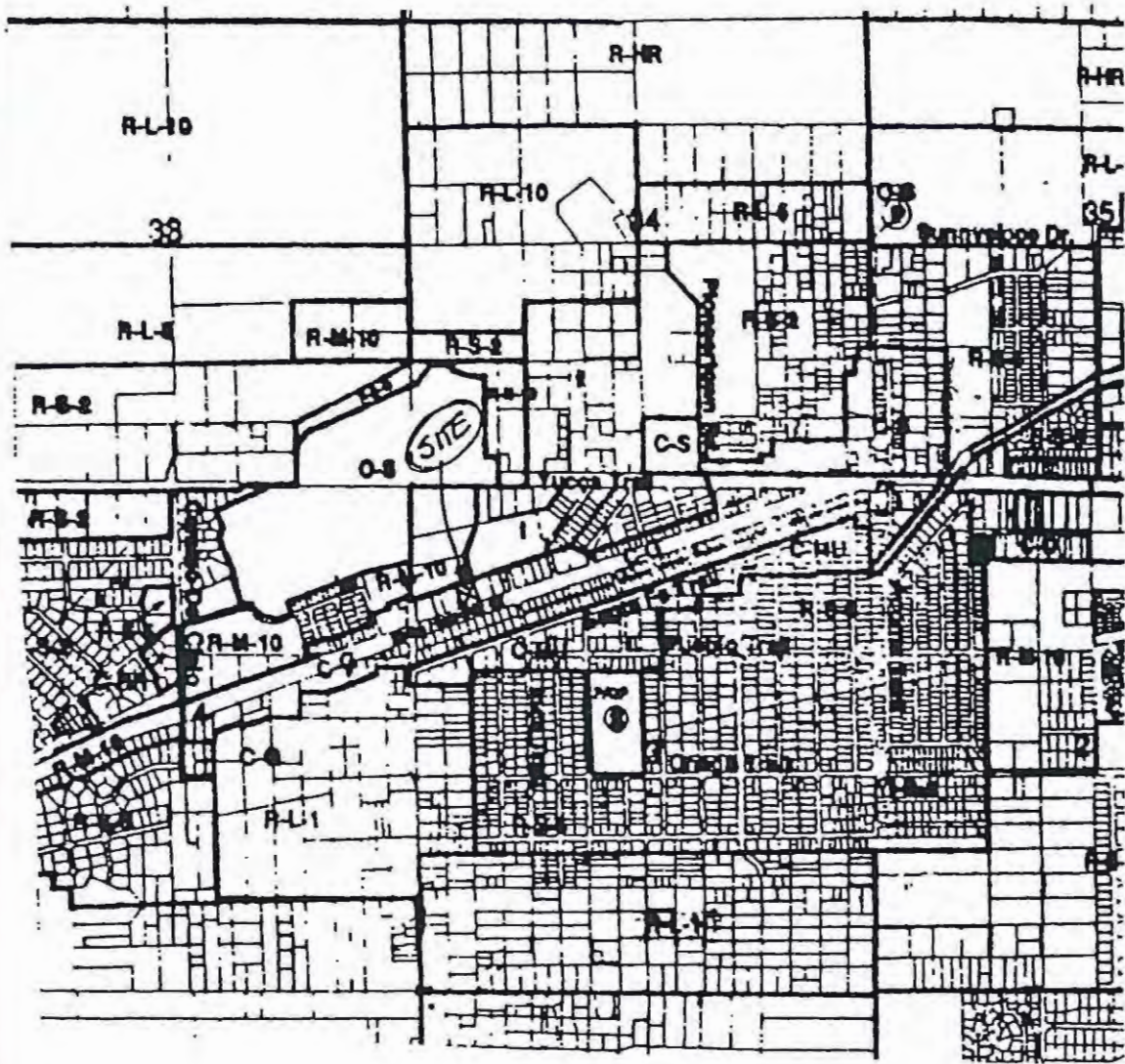
NO.	DESCRIPTION	DATE	BY
1	PREPARED		
2	REVISION		
3	REVISION		
4	REVISION		
5	REVISION		
6	REVISION		
7	REVISION		
8	REVISION		
9	REVISION		
10	REVISION		

ENGINEER'S NOTE TO CONTRACTOR:
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SITE PLAN



TOWN OF YUCCA VALLEY



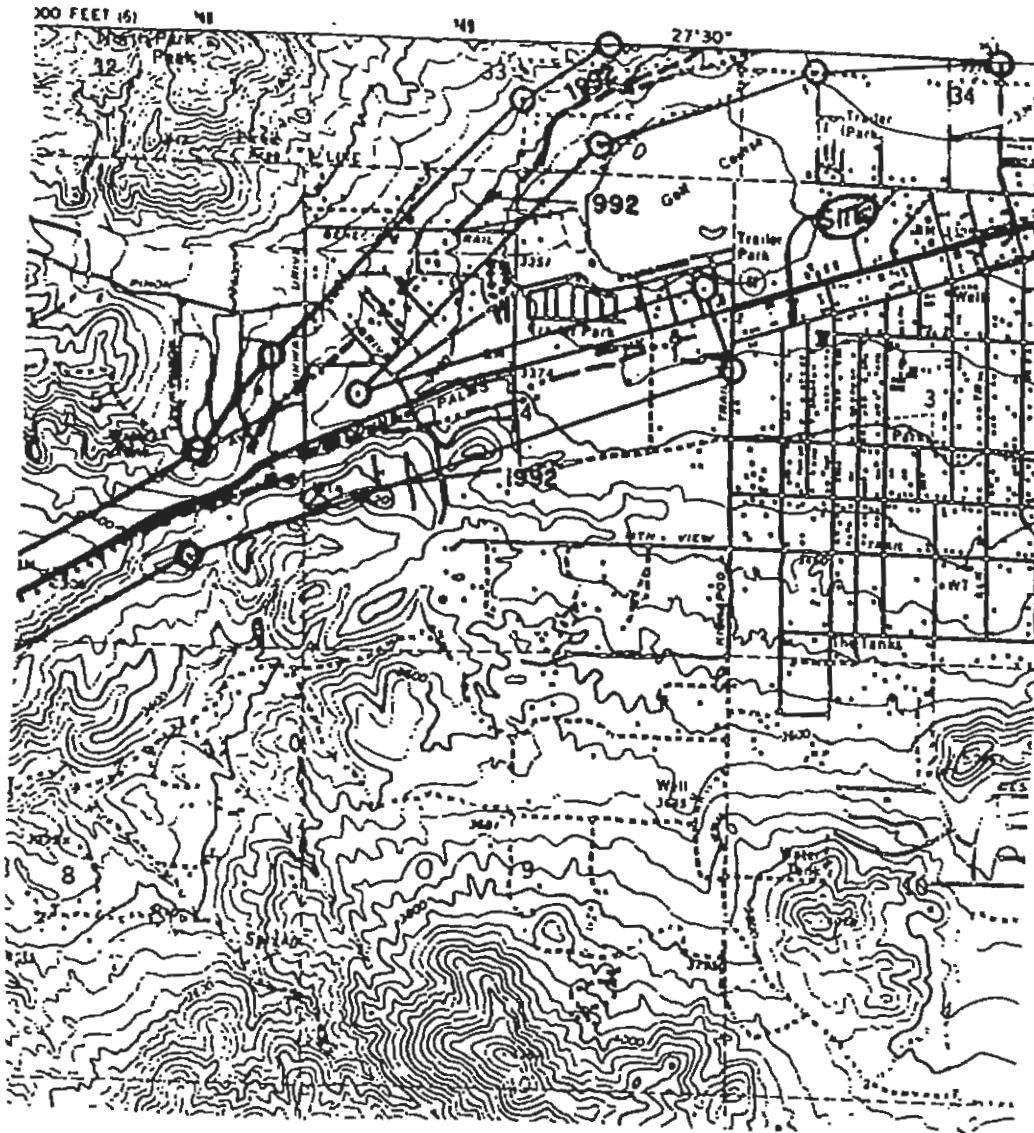
DRAFT GENERAL PLAN LAND USE
MAP

TOWN OF YUCCA VALLEY



FEMA/FLOOD HAZARD MAP

TOWN OF YUCCA VALLEY



SPECIAL STUDIES ZONE

YUCCA VALLEY TOWN COUNCIL MINUTES

May 4, 1995

roll call vote.

AYES: Council Member Burnside, Crouter, Hockett, Loveless and Mayor Pedersen
NOES: None
ABSTAIN: None
ABSENT: None

8. Planning Department

A. Conditional Use Permit, CUP-3-95, Yucca Valley R. V. Park

Development Assistant Smith reported the park will consist of 10 RV spaces, a manager's apartment, recreation room with associated amenities, and renovation of the swimming pool. The property is located between Kickapoo and Inca Trails on the north side of SR 62 and is currently vacant and undeveloped. The application was previously submitted in October 1994, reviewed by the Planning Commission, and a recommendation of approval was forwarded to the Council. Council identified several concerns with the proposal including the need for front fencing and lack of proper amenities. The project was denied. The project before the Council now has been substantially revised and as presented includes additional quality amenities which meet the Council's concerns. The time frame of 6 months for RV parking was reviewed in the context that the owner has now invested much more into the project to upgrade certain elements for the RV park and is intending to gain a return on his investment by maximizing the occupancy of the park. Staff is recommending Council consideration and approval.

Council Member Crouter asked what the original time frame was. Assistant Smith answered the limit for over night parking was two weeks, based on the fact that the original CUP was temporary, intended for a ten year time frame. Now it is a permanent structure and CUP that will run with the land.

Council Member Burnside requested information on the restrictions for the type of RV's allowed. Assistant Smith answered the issue was not discussed, noting typically in other parks types of Rv's are not specified.

Council Member Loveless commented she would like to see the park expanded, and advantage taken of the golf course.

Council Member Burnside voiced her concern about the outdoor storage. Assistant Smith answered outdoor storage is not allowed.

YUCCA VALLEY TOWN COUNCIL MINUTES

May 4, 1995

Bud Garrett commented he owns the property across the highway from the project. His concern is not the construction, but whether or not tents will be allowed and the length of stay allowance of 6 months. That caters to snow birds but small parks like this turn into residences with junky trailers and stuff piled up around the trailer. If it is kept up, fine. Outside storage is subject to interpretation.

Council Member Burnside commented she dreads the thought of creating another instant slum on the highway. She doesn't know how to guarantee that we don't do that with this project. Suggested making it a shorter stay to keep this from happening.

Town Attorney Silvergleid stated a condition of approval can be placed regarding a reasonable time restriction.

Mahendra Pandhi, applicant, advised in 1989 they purchased two properties in the Town. He does not want a cheap project or junk trailers. He is doing the project to enjoy the people and keep himself occupied. He will not allow any junky people or cheap trailers to look bad. He wants to take pride in the project.

Council Member Crouter asked if there is a way to bring the issue back later if it does not work out. Town Attorney Silvergleid answered if the conditions of approval are not met then the Council can revoke the CUP because it is issued on certain conditions.

Mayor Pedersen opened the floor to public comments.

David Hacker, Hacker Engineering, applicant's representative, advised the RV Park as shown on the exhibit offers a number of increased amenities over the original plan. The architecture chosen is a blend of Mediterranean/Spanish. The main thing in any project of this type is how good the management is. The owner will be living near the park and will show more interest in the property.

Joe Lauria, 7528 Fox Trail, Yucca Valley, commented he objects to length of stay. He feels that if you allow people to stay for six months they are not supporting the locals clubs, activities or some of the local taxes. Is there going to be a way of regulating whether people will be able to go out and come right back in again in another spot for another six months. On the other hand we do need an RV park but for shorter stays.

Robert Munsey, 8018 Palomar, Yucca Valley, commented he is glad someone is willing to make an investment here. He has heard reasons why we shouldn't have the

YUCCA VALLEY TOWN COUNCIL MINUTES

May 4, 1995

park and perhaps we need to look for reasons why we should. The park will bring in people who will spend some money here. Feels six months stay is not unreasonable. Suggests everyone look at the positive aspects.

Irene Diamond, 55176 Mt. View Trail, Yucca Valley, complimented the applicant for his project and for making Yucca Valley a better place to live.

Mayor Pedersen closed the floor to public comments.

Council Member Hockett moved to approve Conditional Use Permit, CUP-3-95 and Environmental Assessment, EA-2-95 as recommended by the Planning Commission, based upon the Findings and Conditions of approval as outlined within the detailed staff report. Council Member Crouter seconded. Motion carried 5-0, on a roll call vote.

AYES: Council Member Burnside, Crouter, Hockett, Loveless and Mayor Pedersen
NOES: None
ABSTAIN: None
ABSENT: None

Mayor Pedersen recessed the meeting at 9:00 PM and reconvened at 9:20 PM.

B. Conditional Use Permit, CUP-4-95, Boys & Girls Club Expansion

Development Assistant Smith reported the project is for a two phase construction of separate building additions totaling 7,900 square feet to the Yucca Valley facility. In addition there will be paved on-site parking, landscaping, outdoor leisure facilities and other activities associated with the club. The first phase will be 4,000 square feet and the second will be 3,900 square feet. Staff recommends approval.

Mayor Pedersen opened the floor for public comments.

Debbie Cummins, Warner Engineering, applicant representative, commented this is a much needed expansion, thanked staff for its presentation and requested the Council accept the Planning Commission's unanimous recommendation for approval.

Donna Munoz, B & G Club Board Member, stated the partnership between the Club and the Town is very exciting and recommended to Council give the project its blessing.

PLANNING COMMISSION STAFF REPORT

To: Chairman and Commission Members
From: Shane R. Stueckle, Deputy Town Manager
Diane Olsen, Planning Technician
Date: May 7, 2015
For Commission Meeting: May 12, 2015

Subject: Resolution No. PC-15-
Development Code Interpretation
Development Code definition of "Building"
Development Code definition of "Structure"
Large Animal Shade Structures

Prior Commission Review: There has been no prior Commission review of this matter.

Recommendation: That the Planning Commission adopts the Resolution, finding large animal shade structures, as defined and illustrated in the Resolution, are not buildings, and therefore not included in Accessory Building inventories on residential properties.

Executive Summary: Pursuant to Chapter 9.02, General Provisions, Section 9.02.010 of the Yucca Valley Development Code, the Director may refer any issue of interpretation to the Commission for a determination.

Discussion: As the Commission is aware, residential accessory buildings and their associated standards were addressed in the Development Code update project. The foundation or basis of those standards begins with definitions of "buildings" as well as "structures". Below are the applicable definitions of each.

The Development Code definition of a building is ***"any structure having a roof supported by columns or walls and used or intended for the shelter, housing, or enclosure of any individual, animal, process, equipment or materials of any kind"***

The Development Code definition of a structure is ***"that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner. (By this definition all buildings are structures, however not all structures are buildings)"***.

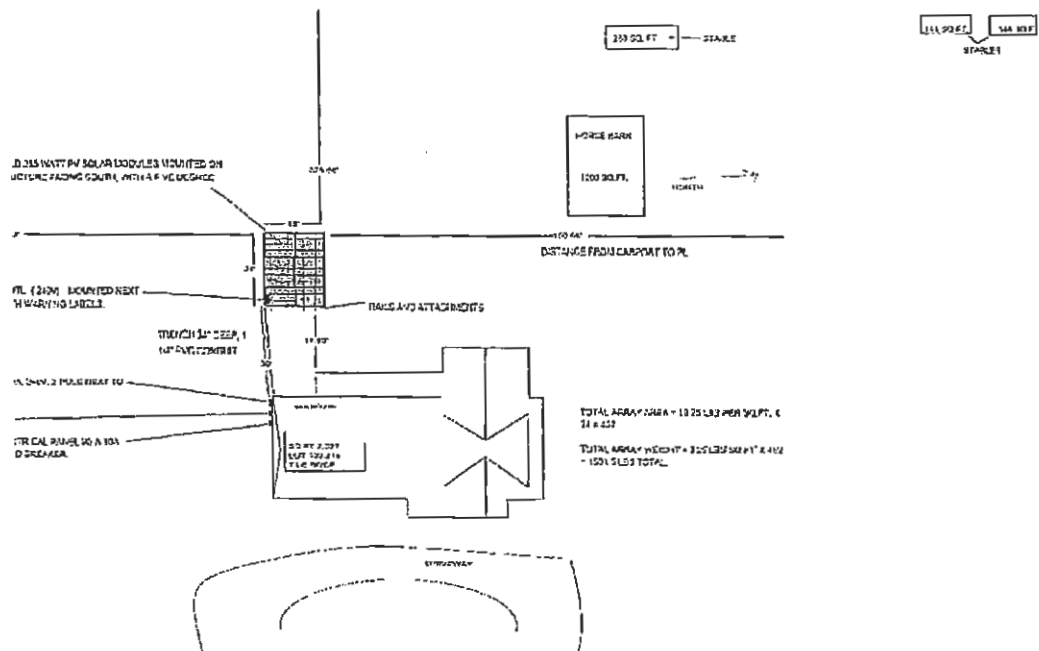
Based upon the adopted definition of building, there may be several types of "structures" that fit this definition by the words, but when physically viewed, would not

<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input checked="" type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Consent	<input type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input type="checkbox"/> Study Session

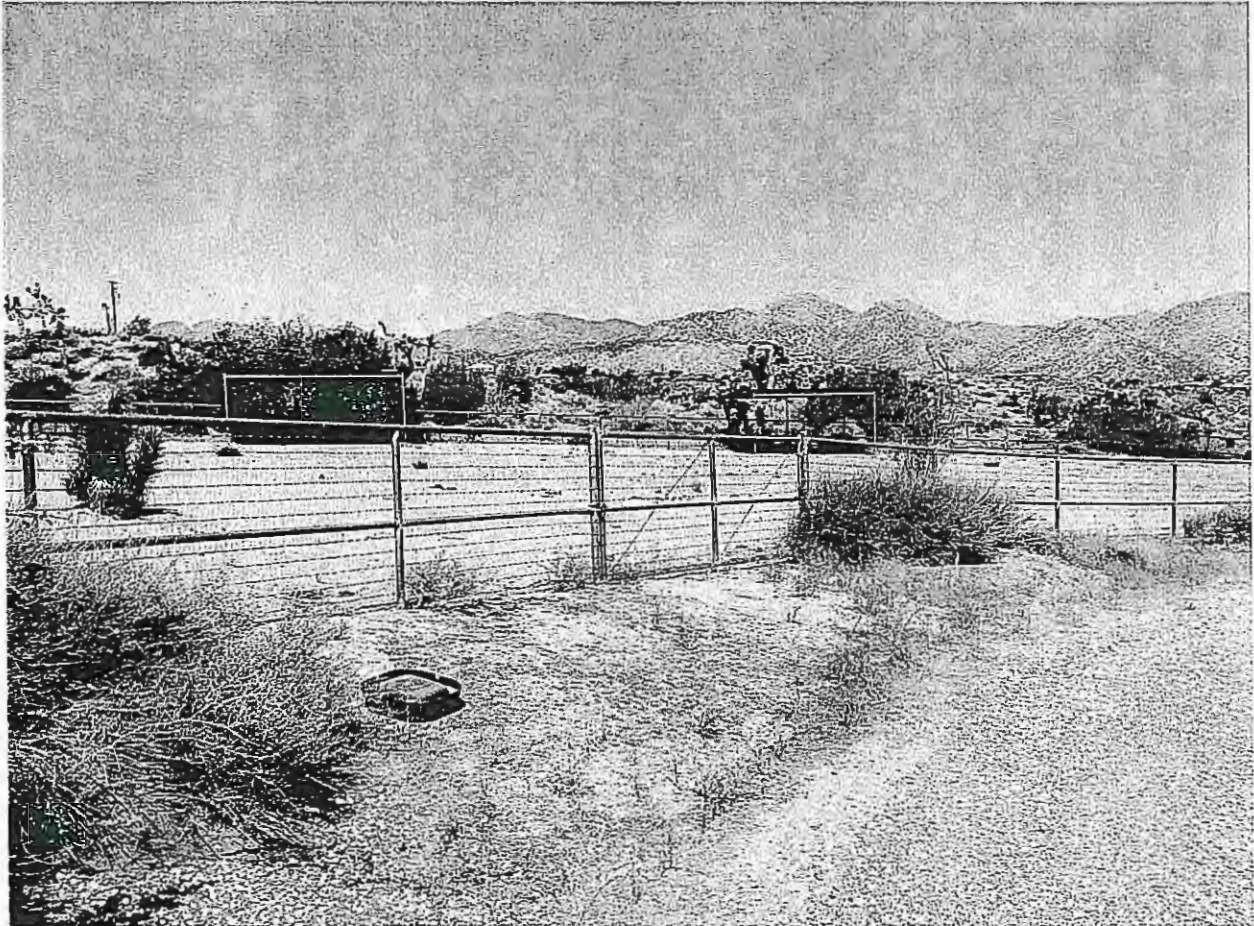
be what one would classify as a building.

As attached to this staff report as illustrated below, the Town recently received a request for installation of a residential accessory structure (solar covered carport). Based upon the site plan submitted with the application, pre-existing on the site were the following.

- Primary Residential Building
- Detached Accessory Residential Building (barn)
- Detached Accessory Residential Building (Stable)
- Two-Large Animal Shade Buildings (as defined in the Development Code)



As illustrated below and in the attached photo, the large animal shade facilities contain a roof, corner columns (posts) and are intended for the shelter of animals.



Building: *Any structure having a roof supported by columns or walls and used or intended for the shelter, housing, or enclosure of any individual, animal, process, equipment or materials of any kind.*

Staff does not believe that the intent of the definitions cited above, nor the definitions of or standards established for Accessory Buildings, were designed to include these specific types of shade structures.

Therefore staff has prepared the attached Resolution for Planning Commission

consideration.

Attachments: Resolution No. PC-15-
Development Code Definitions

RESOLUTION NO PC-15-

A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, INTERPRETING DEFINITIONS OF BUILDINGS, STRUCTURES AND ACCESSORY BUILDINGS IN RELATIONSHIP TO LARGE ANIMAL SHADE STRUCTURES

WHEREAS, pursuant to Section 9.02.010 of the Yucca Valley Development Code, the Planning Commission is responsible for interpretation determinations of the Development Code when referred by the Director; and

WHEREAS, the Director has referred the interpretation of existing large animal shade structures to the Planning Commission for their consideration; and

WHEREAS, the Development Code definition of "structure" is *"that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner. (By this definition all buildings are structures, however not all structures are buildings)"*; and

WHEREAS, the Development Code definition of "building" is *"any structure having a roof supported by columns or walls and used or intended for the shelter, housing, or enclosure of any individual, animal, process, equipment or materials of any kind"*; and

WHEREAS, the Development Code definition of "Accessory Building" is *"a subordinate building, the use of which is incidental to that of the main building or main use of the land. The use of an accessory building may be for either a primary or an accessory use allowed by the appropriate land use district. An accessory building shall be located on either the same parcel as the main building or main use; or shall be located on a contiguous abutting parcel that is owned by the same owner who owns the parcel which as the main building or use. An accessory building shall always exist in conjunction with and never without a legally established main building or main use that has the same common owner"*; and

WHEREAS, the Planning Commission has reviewed the above definitions and the evidence and information related to the large animal shade structures identified in this staff report; and

WHEREAS, the Planning Commission has considered the information provided.

NOW, THEREFORE, THE YUCCA VALLEY PLANNING COMMISSION finds as follows.

Section 1: The large animal shade structures identified in the Staff Report and this

Resolution contain less than 200 square feet.

- Section 2:** The large animal shade structures identified in the Staff Report and this Resolution are portable, and may be relocated on the property.
- Section 3:** The large animal shade structures identified in this Staff Report and this Resolution are relatively easily dismantled and removed from the property.
- Section 4:** The large animal shade structures contain less area than a single car carport which must contain 190 square feet.
- Section 5:** The large animal shade structures do not contain electrical or HVAC systems.
- Section 6:** The Planning Commission finds based upon the facts, evidence and Development Code provisions that the large animal shade structures identified in the Staff Report and the Resolution are "structures" as defined by the Development Code and are not included in the maximum number of Accessory Buildings allowed on residentially zoned property by the Yucca Valley Development Code.
- Section 7:** The Planning Commission directs that the Planning Commission Secretary, Planning Division Staff, and the Town Clerk place this Resolution in the Yucca Valley Development Code for all future reference for accessory residential structures for the keeping of large animals on residentially zoned properties, consistent with the Yucca Valley Development Code.
- Section 8:** The Planning Commission finds that this interpretation is specific to the information before the Planning Commission and is only applicable to these the facts and information contained within this Staff Report and this Resolution.

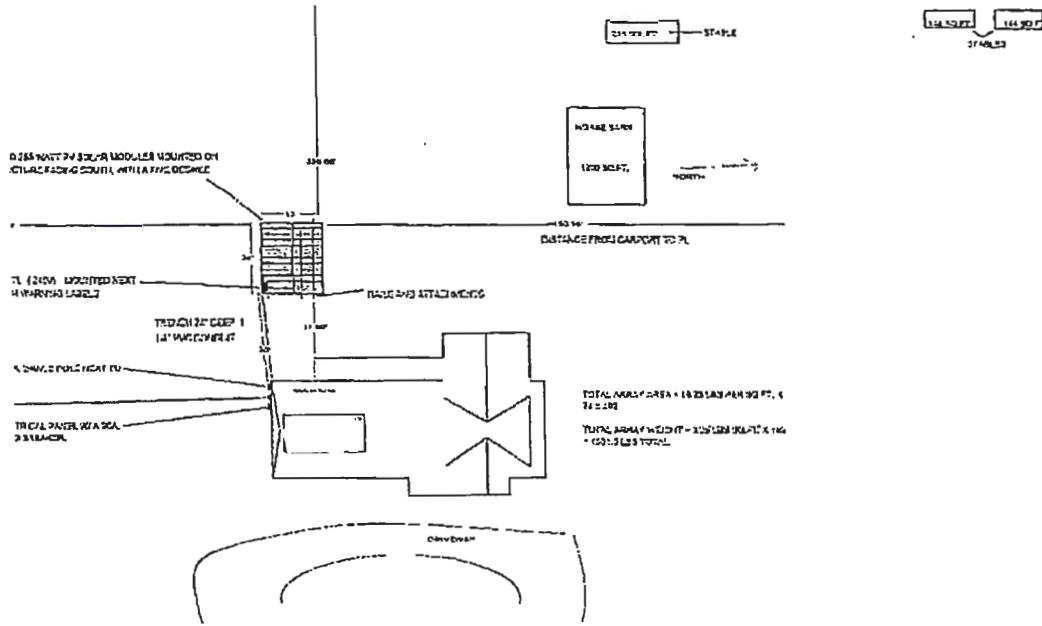
APPROVED AND ADOPTED THIS 12th day of May, 2015.

CHAIRMAN

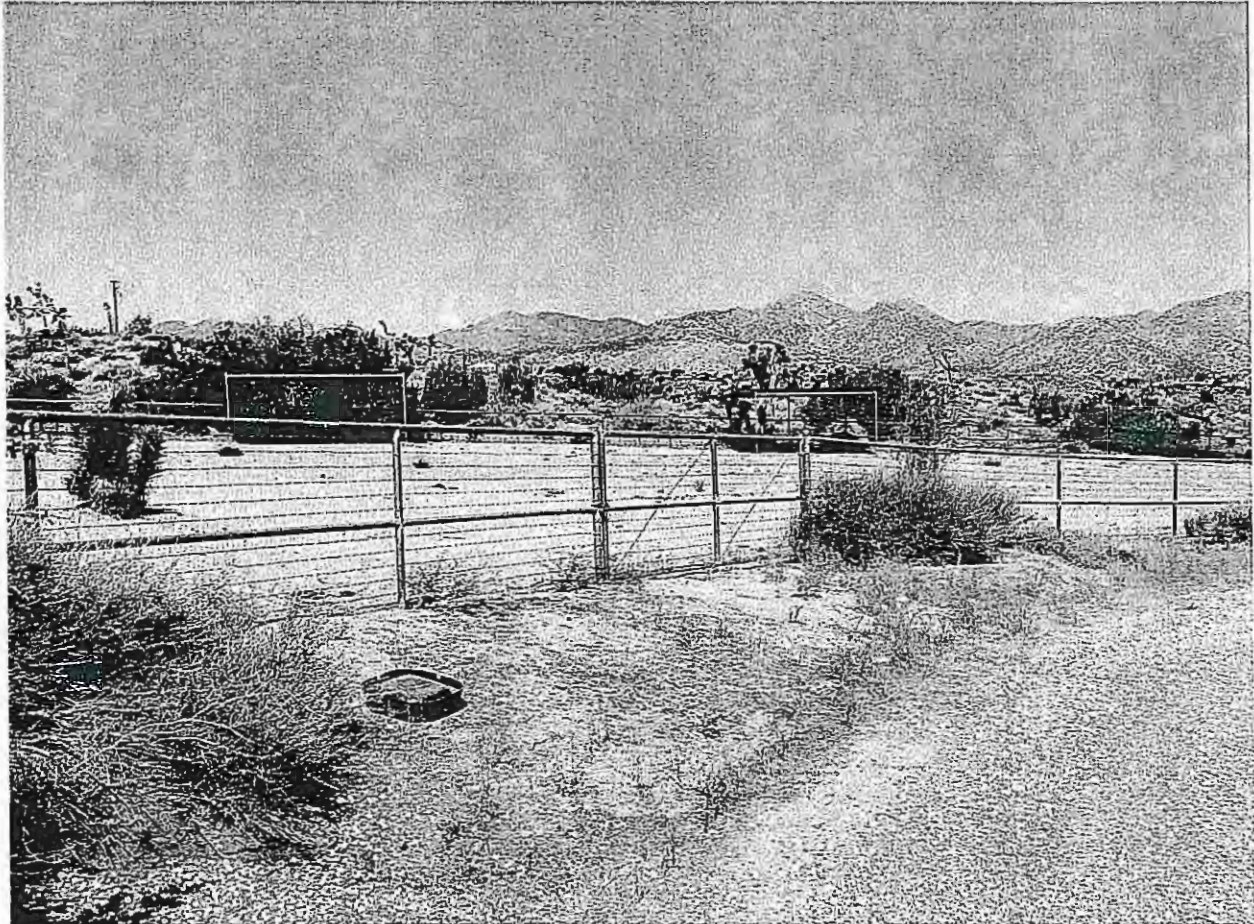
ATTEST:

PLANNING COMMISISON SECRETARY

RESOLUTION NO PC-15- ATTACHMENT A SITE PLAN



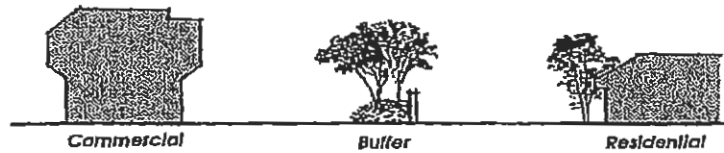
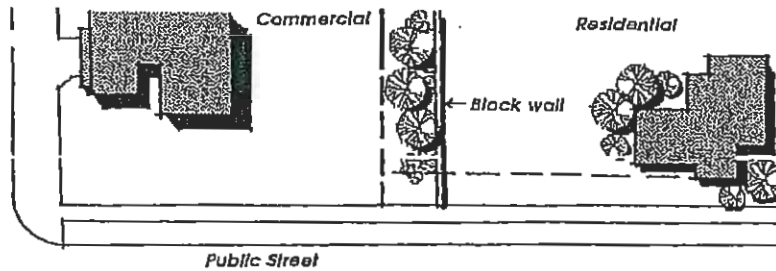
RESOLUTION NO PC-15-
ATTACHMENT B
LARGE ANIMAL SHADE STRUCTURES



Buffer Area: A strip of land established to protect one type of land use from another land use that is incompatible. A buffer includes plantings, berms, or other screens which block vision, noise, or other negative impacts of more intense uses on less intense uses.



Use a variety of techniques to buffer non-residential uses.



Buffer separation between two different uses.

Building: Any structure having a roof supported by columns or walls and used or intended for the shelter, housing or enclosure of any individual, animal, process, equipment or materials of any kind..

Building, Accessory: A subordinate building, the use of which is incidental to that of the main building or main use of the land. The use of an accessory building may be for either a primary or an accessory use allowed by the appropriate land use district. An accessory building shall be located on either the same parcel as the main building or main use; or shall be located on a contiguous abutting parcel that is owned by the same owner who owns the parcel which has the main building or use. An accessory building shall always exist in conjunction with and never without a legally established main building or main use that has the same common owner.

Building Area/Building Envelope: The net portion of the lot remaining after deducting all required setbacks from the gross area of the lot.

Building Coverage: The percent of lot area which may be covered by all the footprints of buildings or structures on a lot.

Building Height: The vertical distance above a reference datum to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the average height of the highest gable of a pitched or hipped roof. The reference datum shall be selected by either of the following, whichever yields a greater height of building:

Story: That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under floor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such usable or unused under-floor space shall be considered as a story.

Story, First: The lowest story in a building which qualifies as a story, as defined herein, except that a floor level in a building having only one floor level shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than 50 percent of the total perimeter, or not more than eight feet below grade, as defined herein, at any point.

Street: Any thoroughfare or public way not less than 16 feet in width which has been dedicated or deeded to the public for public use.

Street Furniture: Man-made above-ground items that are usually found in street rights-of-way, including benches, kiosks, plants, canopies, shelters and phone booths.

Street Hardware: Mechanical and utility systems within a street right-of-way such as hydrants, manhole covers, traffic lights and signs, utility poles and lines, parking meters and the like.

Street, Private: A street that has not been accepted by the Town or other governmental agency.

Streetscape: An urban design component that concentrates on making the road system and road environment useful as a instrument in understanding and organizing the urban development. It may be defined as the sensitive placement of landscaping, signage, lighting and street furniture. Views, driver orientation, meaningful visual sequences, and the design of compatible land use edge conditions are essential objectives of a streetscape system. The primary objective of a streetscape system is to design the major streets with a consistent landscape pattern and appropriate scale to distinguish them from the lesser streets and provide strong visual orientation for the driver.

Strip Development: Commercial or retail development, usually one store deep, that fronts a street.

Structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner. (By this definition all buildings are structures, however, not all structures are buildings.)

Subdivision: The division, by any subdivider, of any unit or units of improved or unimproved land, or any portion of land thereof, shown on the latest equalized County assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future, except for leases of agricultural land for agricultural purposes (i.e., the cultivation of food or fiber or the grazing or pasturing of livestock). Property shall be considered as contiguous units even if it separated by roads, streets, utility easement or railroad rights of way. "Subdivision" includes a condominium project, as defined in Section 1350 of the Civil Code, or a community apartment project, as defined in Section 11004 of the California Business and Professions Code or the conversion of five or more existing dwelling units to a stock cooperative, as defined in Section 11003.2 of the California Business and Professions Code. A conveyance of land to or from a governmental agency, public entity, public utility, common carrier or subsidiary of a public utility for conveyance to the public utility for rights of way shall not be considered a division of land for the purpose of computing the number of parcels.

9.07.060 – Accessory Buildings and Uses

Residential accessory buildings include any of those customarily related to a residence, including garages, greenhouses, storage sheds, studios, barns, workshops, guest house, and similar buildings .

- A. **General Development Standards.** Any new accessory buildings shall be subject to the standards in Table 2-5 (Accessory Building Development Standards).
 1. **Zoning District Regulations Applicable.** Unless otherwise provided, accessory buildings and uses shall be subject to the same regulations as the primary building or use. Accessory buildings shall have the same setback requirements as primary buildings, except pursuant to Section 9.07.120 (Projections and Encroachments into Required Setback Areas and Above Height Limits), they may encroach within 3 feet of rear property line, but not occupy more than 25 % of the required rear yard.
 2. **Accessory to Legally Established Primary Use.** An accessory building or use shall always exist in conjunction with, and never without, a legally established primary building or primary use that has the same common owner. Where the primary use has not yet been established, an accessory building or structure may only be built subject to the issuance of a Temporary Use Permit in compliance with Chapter 9.72 (Temporary Use Permits).
 3. **Determination of Accessory Uses.** In addition to the accessory uses specifically provided for by this Chapter or elsewhere within this Development Code, each land use shall be deemed to include other accessory uses that are necessarily and customarily associated with and are clearly incidental and subordinate to the primary land use. The Director shall be responsible for determining if a proposed accessory use meets the criteria in this Chapter.

**TABLE 2-5:
ACCESSORY BUILDING DEVELOPMENT STANDARDS**

Development Feature	Requirement by Zoning District		
	R-HR	RI	RS
Maximum Floor Area of a single accessory building	100% of primary building	100% of primary building .	50% of the primary building
Maximum number of accessory buildings	Four, regardless of any requirement for a building permit	Four, regardless of any requirement for a building permit	Four, regardless of any requirement for a building permit
Maximum Height	25 feet, or height of primary building , whichever is greater	25 feet, or height of primary building , whichever is greater	25 feet, or height of primary building , whichever is greater

**TABLE 2-5:
ACCESSORY BUILDING DEVELOPMENT STANDARDS**

Development Feature	Requirement by Zoning District		
	R-HR	RL	RS

Cumulative area of all buildings shall not exceed the allowable lot coverage.

Properties which are ten acres or larger in size in the Rural Hillside Reserve (R-HR) zoning district are exempt from square footage requirements for accessory buildings.

B. Architecturally Compatible. Any accessory building greater than 120 square feet in area shall be architecturally compatible with the primary building. To be considered architecturally compatible, accessory buildings shall be consistent with the height of the primary structure shall have a roof design, roofing materials and/or colors similar to the primary structure. Metal material roofs are allowed provided the roof is painted a similar color to the roof of the primary residence. Siding materials may consist of wood, metal, stucco or similar materials compatible with the residence. Proposed accessory buildings which do not conform to these architecturally compatible standards may be reviewed and acted upon by the Planning Commission, based upon consistency and compatibility in the residential neighborhood and surrounding areas.

C.D. Cargo Containers. Other than as a temporary use for construction purposes subject to, or where a building permit has been issued, cargo containers are not allowed in a residential land use districts, including containers under 120 square feet. As storage for construction clean-up or construction material, a cargo container used as a temporary storage device may be located anywhere on the property, except in the Clear Sight Triangle, see Section 9.31.020 (Clear Sight Triangle), during the duration of the construction activity associated with an active building permit subject to the approval of a Temporary Use Permit.

9.07.070 – Antennas

The following non-commercial, receive-only antennas for the sole use of a resident occupying a residential structure shall be permitted subject to the specified standards:

- A. A ground or structure-mounted, radio or satellite dish antenna that does not project above the roof ridge line and does not have a diameter greater than one meter (39 inches), which does not encroach within any required setback.
- B. A ground or structure-mounted radio or television aerial not exceeding 75 feet in overall height, which does not encroach within any required setback, and which is setback from any property line by at least half the height of the overall height of the antenna structure.
- C. Any non-commercial, receive-only antenna which is proposed to exceed the allowed height or encroach within a described setback shall be subject to the review and approval of a Special Use Permit.

