

December 12, 2023

Mike Gray  
PO Box 771  
La Jolla, CA 92038

**RE: SITE PLAN REVIEW, SPR 06-23, ENVIRONMENTAL ASSESSMENT EA 16-23  
LIVE/WORK PROFESSIONAL DESIGN OFFICE  
30-DAY COMPLETENESS REVIEW**

Mr. Gray:

Thank you for submitting the above referenced application which the Town of Yucca Valley received a deposit payment for on November 15, 2023. In accordance with Government Code Section 65943, the Town has 30 days within which to notify an applicant, in writing, that an application is complete or that additional materials will be required.

**Outstanding Submittal Requirements:**

The application was deemed incomplete due to the outstanding submittal items listed below.

1. Signed completed project description and existing conditions letter
  - a. This is a one-page narrative that should include detailed information on the proposed on-site improvements, off-site improvements, existing conditions, project scope, and business operations (hours of operation, number of employees, products, services, and any other information relevant to your project.)
2. Site Plan (See Section A)
  - a. The sheet submitted and labeled as Site Plan does not meet the standards listed in Section A of the Site Plan Review application and is not a complete submittal. Please see Section A of the Site Plan Review application and Sample Plans posted on the Planning Applications webpage for your reference in preparing a complete Site Plan. Please also include parking calculations on the Site Plan consistent with Chapter 9.33 Parking and Loading Regulations of the Town of Yucca Valley Development Code.

Planning (760) 369-6575  
Public Works (760) 369-6579  
Building and Safety (760) 365-0099  
Code Compliance (760) 369-6575  
Engineering (760) 369-6575  
Animal Control (760) 365-1807  
Animal Shelter (760) 365-3111  
FAX (760) 228-0084



The Town of  
**Yucca Valley**

COMMUNITY DEVELOPMENT/PUBLIC WORKS DEPARTMENT  
58928 Business Center Dr.  
Yucca Valley, California 92284

<https://www.yucca-valley.org/our-town/departments/community-development/planning/applications>

3. Preliminary Grading and Drainage Plan (See Section B)
  - a. The sheets submitted and labeled under the cover sheet index as Grading do not meet the standards listed in Section B of the Site Plan Review application and is not a complete submittal. Please see Section B of the Site Plan Review application and Sample Plans posted on the Planning Applications webpage for your reference in preparing a complete Preliminary Grading and Drainage Plan  
<https://www.yucca-valley.org/our-town/departments/community-development/planning/applications>
4. Exterior lighting cutsheet
5. Native Plant Plan
  - a. Provide Native Plant Plan, separate from Preliminary Landscape Plan, including an inventory of plants on the property that are listed under Town of Yucca Valley Development Code, Section 9.09.050 Native Landscape Documentation Package. Additional information consistent with Section 9.09.050 is required for any regulated plants proposed for removal, relocation, or trimming. If there are no regulated native plants on the property, please clearly document this on the Native Plant Plan. Please see the link below to Section 9.09.050.  
[https://codelibrary.amlegal.com/codes/yuccavalleyca/latest/yuccavalley\\_ca/0-0-0-14915#JD\\_9.09.050](https://codelibrary.amlegal.com/codes/yuccavalleyca/latest/yuccavalley_ca/0-0-0-14915#JD_9.09.050)
6. Preliminary Title Report within 60 days of application date
7. Utility Plan including location and capacity
8. Signed statement indicating method of sewage disposal and if Regional Water Quality Control Board approval is required.
9. Geologic Report (Fault Trenching)
  - a. The property is located within an Alquist-Priolo Fault Zone. A detailed geologic study, including required fault trenching studies, shall be prepared by a California registered professional geologist. This report shall be submitted to the Town and sent for review to the County Geologist.
10. Preliminary Soils and Geotechnical Report
11. Drainage Study/Analysis prepared by a registered Civil Engineer



## Preliminary Comments

Below is a list of preliminary comments as staff performed your completeness review. The comments are not intended to be comprehensive but are provided as a courtesy during the completeness review. Please note that additional comments may be anticipated based on additional materials provided.

1. Multiple required items are missing and/or incomplete. The site plan and preliminary grading plan were not submitted per the requirements listed in the Site Plan Review application. Floor Plan does not provide sufficient detail and delineate living area and working area. Staff cannot comment on substantially incomplete plans, details, and information. Additional comments are anticipated following resubmittal of complete materials.
2. The property is located along the portion of Lupine Drive and Primrose Drive identified on the Yucca Valley General Plan Roadway Classifications map as a 60' full-width (30' half-width), 2 lane, local road. Tract Map No. 4856 shows that the existing dedication is sufficient for the local roadway classification. The half-width of the ultimate right-of-way identified on Tract Map No. 4856 must be correctly illustrated and dimensioned on all plans, including improvements consistent with Town of Yucca Valley Standard Drawing No. 101 for a Local Road. Tracing the existing paved area is not a sufficient illustration of the ultimate right-of-way.
3. Air Quality and Greenhouse Gas Report contains reference to incorrect project information and site details. Please ensure project information is consistent throughout all project materials, including technical reports. The report contains reference to the San Bernardino County General Plan, please revise to Town of Yucca Valley General Plan.
4. Based on the limited landscaping shown, staff anticipates the Planning Commission may request more robust landscaping.
5. Driveways are too close to return. Please see Town of Yucca Valley Standard Drawing 213 (attached).
6. Parking lot drive aisles do not meet minimum width provided in the Town's Development Code. Please reference Table 3-12 in Chapter 9.33.070 for more information.
7. Traffic Study comments:
  - a. Page 9 states: "Within the study area, Yucca Trail [sic] is a four-lane, divided arterial with no provision" – it appears that the sentence is incomplete. Please clarify what there is no provision for. Please note that the street name is "Yucca Trail" not "Yuca Trail Street".
  - b. Page 15: minimum width and length for parking does not meet Town minimums. Report notes angled parking. Parking does not appear to be angled.

Please submit these items at your earliest convenience. If you have any questions or require any additional information, please contact Planning Division staff at 760-369-6575, extension 328.

Best regards,



Evan Willoughby  
Assistant Planner

12/14/23

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Date