

EL DORADO COUNTY PLANNING DEPARTMENT

2850 Fairlane Court, Placerville CA 95667

<http://www.co.el-dorado.ca.us/planning>

phone: (530) 621-5355 | fax: (530) 642-0508

MEYERS COMMUNITY PLAN DESIGN REVIEW

(Revised 03/03)

PURPOSE

The Meyers Community Plan states that the community design goal of the Plan is to “Implement a comprehensive community design program which will improve the visual quality of the commercial area and help Meyers establish a sense of permanence.”

All new development, additions to existing development, and changes to properties designated “DC” on the Community Plan Zoning Map shall be processed with a design review application and are subject to the Meyers Community Plan Design Guidelines contained in Appendix A of the Community Plan (Section 17.74.045 of the County Code). Projects located on lots with frontage on either U.S. Highway 50 or State Route 89 require Planning Commission review. Those projects that do not have highway frontage but are located within a DC overlay district are subject to review by the Planning Department.

MINOR PROJECTS EXEMPT FROM DESIGN REVIEW

Please refer to Chapters 17.74.040(E), 17.74.045 and 17.74.045(C) of the El Dorado County Zoning Ordinance for listings of minor activities and structures which are exempt from the design review process.

PROJECTS EXEMPT FROM CEQA REVIEW

A few minor projects are exempt from the CEQA review process and therefore can be processed within a shorter time period and with less processing fees. Please refer to Sections 15301, 15302, 15303 and 15311 of the CEQA Guidelines for further information.

INITIAL PROCESS

NOTE: The following time limits described do not take into consideration any required review by the Tahoe Regional Planning Agency (TRPA).

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Department
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation (up to 30-day agency review period set by State law).
3. Assigned planner and representative from Department of Transportation meet on-site with the applicant/agent.
4. Draft environmental document is prepared or project is found Categorical Exempt, and conditions of approval are drafted (or recommendation for denial is suggested).

Based upon the provisions set forth in the California Environmental Quality Act (CEQA), a Negative Declaration or Mitigated Negative Declaration may be prepared for a proposed project that *will not* have significant environmental effects, or where those effects can be mitigated to a less than significant level. However, if the project *will* have significant environmental effects that cannot be mitigated, an Environmental Impact Report (EIR) is required. Certain projects may be listed in CEQA as Statutorily or

Categorically Exempt from those provisions, in which case the timing and processing of the project is expedited. If it is determined that an EIR is required for your project, processing of the application is placed on "hold" status. The project only proceeds if the applicant agrees to fund the costlier EIR process.

5. Applicant/agent meet with the Technical Advisory Committee (TAC - staff representatives of affected agencies) to discuss environmental review, conditions of approval (or recommendation for denial), and to confirm the hearing date.

NOTE: This is a critical meeting and it is absolutely necessary for the applicant or agent to attend. If issues arise which cannot be resolved at this meeting, the application will either be placed on hold or the meeting rescheduled until the issue is resolved.

6. Project is noticed in the local newspaper advertising the required 30-day public review period for Negative Declarations as set by State law, or noting the project is Categorically Exempt.

In addition to the initial process noted above, the following steps apply accordingly:

Applications Along State Highways - Planning Commission Review

7. Applicant receives the staff report at least two weeks prior to the public hearing which includes staff recommendation and proposed conditions of approval or mitigation measures.
8. Public hearing is conducted before the Planning Commission where a final decision is made unless appealed.
9. An appeal may be filed by either the applicant or affected party within ten (10) working days after decision.
10. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

Applications Reviewed/Approvable by Planning Department

7. Applicant receives staff report with Planning Department's decision which may include proposed conditions of approval or mitigation measures. This decision is final unless appealed.
8. An appeal may be filed by either the applicant or affected party within ten (10) working days after decision.
9. Planning Commission public hearing is held on the appeal and decision is final unless appealed to the Board of Supervisors by the applicant or affected party.
10. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

PROCESS FOR MINOR APPLICATIONS - Categorically Exempt from CEQA

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation (15-day agency review period).
3. Planner meets on site with applicant/agent (if necessary).
4. Applicant receives staff report with Planning Department's decision which may include conditions of approval or mitigation measures. This decision is final unless appealed.
5. An appeal may be filed by either the applicant or affected party within ten (10) working days after decision.
6. Planning Commission public hearing is held on the appeal and decision is final unless appealed to the Board of Supervisors by the applicant or affected party.
7. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Planning Commission decision).

TIMING

Each of the three types of applications require a different process and resulting processing times. These are summarized as follows:

Applications Adjacent to State Highways: These applications will reach TAC within 60 days, and Planning Commission hearing within four (4) months from day of submittal. If the matter is appealed to the Board of Supervisors, an additional 30 days will normally be required.

Applications Reviewed/Approvable by Planning Department: These applications will reach TAC within 30 days, and Planning Department decision within three (3) months from day of submittal. If the matter is appealed to the Planning Commission, an additional 30 days will normally be required. Further, if the Planning Commission decision is appealed to the Board of Supervisors, another 30 days will be required.

Minor Applications: These applications will result in a staff decision within 30 days from date of submittal. If the matter is appealed to the Planning Commission, an additional 30 days will normally be required. Further, if the Planning Commission decision is appealed to the Board of Supervisors, another 30 days will be required.

APPEALS

A decision of the Planning staff may be appealed to the Planning Commission. Action by the Planning Commission may be appealed to the Board of Supervisors. Appeals must be made within ten (10) working days from date of decision and filed with the Planning Department with an appeal fee of \$100.⁰⁰.

FEES

Current application and revision fees may be obtained by contacting the Planning Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

NOTE: Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application, you may receive only that portion of the fee which has not yet been expended. If the public hearing notice has been advertised, fees are nonrefundable.

NOTE: If the project is located within or adjacent to an area which may have an impact on wildlife resources (riparian lands, wetlands, watercourse, native plant life, rare plants, threatened and endangered plants or animals, etc.), the project must be referred to California Department of Fish and Game. In accordance with State Legislation (AB3158), you will be required to pay a fee of \$1,285.⁰⁰ after approval of your application prior to the County filing the Notice of Determination on your project. This fee, less \$35.⁰⁰ processing fee, is forwarded to the State Department of Fish and Game and is used to help defray the cost of managing and protecting the State's fish and wildlife resources. If the project is found to be de minimis (having no effect on fish and game resources or otherwise exempt), only the \$35.⁰⁰ processing fee is required to file the Notice of Exemption with the State. These fees are due immediately after project approval, checks payable to "El Dorado County" and submitted to the Planning Department for processing.

CONVERSION TO TIME AND MATERIALS

When in the opinion of the Planning Director the required fee for an application is going to be inadequate to cover processing costs due to the complexity of the project or potential controversy that it may generate, the Planning Director may convert the application to a time and materials process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until a deposit is provided. Normally this conversion will occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory committee meeting. However, it could occur later in the project if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or neighbor concerns. After the conversion, the applicant will receive a monthly statement/bill identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid before action by the hearing body.

CONDITIONS OF APPROVAL

As an applicant, you should be aware that environmental mitigation measures or other requirements will likely be made conditions of approval. Depending on the nature of the application, conditions of approval might involve landscaping, protection of riparian areas, fencing, access, improvements, architectural design, signing, limited hours of operation, etc.

If your application involves a building permit, you should be aware of other costs that may be part of the building permit process that typically follows approval of an application. In addition to normal building permit fees, you will likely be required to pay traffic impact mitigation (TIM) fees, school fees based on square footage of the proposed building, plus fire and solid waste fees. The County Building Department has an informational document on commercial projects which identifies the extent of fees that may be required. It is also beneficial to contact those departments or agencies requiring the fees to determine actual estimated costs. The TIM fees, for example, are potentially significant and may affect the feasibility of your project.

DEED RESTRICTIONS

Please review and understand any private deed restrictions recorded against your property to insure your proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and your application, the County can still approve your application and issue necessary permits. However, County approval does not absolve your obligation to comply with deed restrictions.

APPLICATION

If the application and submittal requirements are not attached to this information packet, please contact the Planning Department. You may also call the Planning Department at (530) 621-5355 for general assistance.

APPOINTMENT

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments are generally made within 48 hours of your call to the Planning Department at (530) 621-5355.

EL DORADO COUNTY PLANNING DEPARTMENT

REQUIRED SUBMITTAL INFORMATION for Meyers Community Plan Design Review

The following information must be provided with all applications. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (✓) column on the left to be sure you have all the required information. **All plans and maps MUST be folded to 8½" x 11"**.

FORMS AND MAPS REQUIRED

Check (✓)
Applicant County

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 1) | Application Form and Agreement for Payment of Processing Fees, completed and signed. |
| _____ | _____ | 2) | Letter of authorization from all property owners authorizing agent to act as applicant, when applicable. |
| _____ | _____ | 3) | Proof of ownership (Grant Deed), if the property has changed title since the last tax roll. |
| _____ | _____ | 4) | A copy of official Assessor's map, showing the property outlined in red. |
| _____ | _____ | 5) | An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites. |
| _____ | _____ | 6) | Environmental Questionnaire form, completed and signed. |
| _____ | _____ | 7) | Provide name, mailing address and phone number of all property owners and their agents. |
| _____ | _____ | 8) | Letter from South Tahoe Public Utility District indicating that public sewer and water service are available. |
| _____ | _____ | 9) | If off-site sewer or water facilities are proposed to serve the project, provide four (4) copies of a map showing location and size of proposed facilities. If groundwater is to be used for domestic water, submit a report noting well production data for adjacent parcels, or submit a hydrological report prepared by a geologist noting the potential for water based on the nature of project site geology. |
| _____ | _____ | 10) | A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Bldg, #103, Sacramento, CA 95819-6100, phone number (916) 278-6217. If the record search identifies a need for a field survey, a survey shall be required. (A list of Archaeological Consultants and survey requirements is available at the Planning Department.) Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors, available at the Planning Department. |

FORMS AND MAPS REQUIRED

Check (√)
Applicant County

- _____ 11) An acoustical analysis shall be provided whenever a noise-sensitive land use (residences, hospitals, churches, libraries) are proposed adjacent to a major transportation source, or adjacent or near existing stationary noise sources. Such study shall define the existing and projected (2015) noise levels and define how the project will comply with standards set forth in the General Plan.
- _____ 12) Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cut and fills (for roads and driveways where cuts/fills exceed 6 feet, and mass pad graded lots), location of existing drainage, proposed modifications, and impacts to downstream facilities. (See Section 15.14.240 of County Grading Ordinance for submittal detail)
- _____ 13) An air quality impact analysis shall be provided utilizing the El Dorado County Air Pollution Control District’s “Guide to Air Quality Assessment.”
- _____ 14) A traffic study shall be provided utilizing El Dorado County Department of Transportation’s “Generic Traffic Study Scope of Work.”

SITE PLAN REQUIREMENTS

Twenty-five (25) copies of the site plan detailing what exists on the site at time of application shall be submitted on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required data. **All plans MUST be folded to 8 ½" x 11", plus one 8½" x 11" reduction. NO ROLLED DRAWINGS WILL BE ACCEPTED.** For your convenience, please check the Applicant column on the left to be sure you have all the required submittal information.

Check (√)
Applicant County

- _____ 1) Project name (if applicable).
- _____ 2) Name, address of applicant and designer (if applicable).
- _____ 3) Date, north arrow, and scale.
- _____ 4) Entire parcels of land showing perimeter with dimensions.
- _____ 5) All roads, alleys, streets, and their names.
- _____ 6) Any Streambed Environment Zone (SEZ) located on the property.
- _____ 7) Location of easements, their purpose and width.
- _____ 8) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, etc.).
- _____ 9) Parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 17.18 and Meyers Community Plan Design Guidelines).

SITE PLAN REQUIREMENTS

Check (√)
Applicant County

- _____ 10) Trash and litter storage or collection areas, and propane tank location(s).
- _____ 11) Total gross square footage of proposed buildings.
- _____ 12) Proposed/existing fences or walls including types of material proposed. See Meyers Community Plan for specific fencing requirements..
- _____ 13) Sign location and size (if proposed). See Meyers Community Plan for specific signage requirements.
- _____ 14) Pedestrian walkways, courtyards, etc. (if proposed).
- _____ 15) Exterior lighting (if proposed). See Meyers Community Plan for specific lighting requirements.
- _____ 16) Existing/proposed water, sewer, septic systems, and wells (if applicable).
- _____ 17) Existing/proposed fire hydrants.
- _____ 18) Identify areas subject to a 100-year flood on perennial streams or creeks, and show high water level (100-year) on map. Where this data is not readily available, January 1997 flood level can be shown if known.
- _____ 19) Note any proposed trails within the project; and where applicable, connection to existing or proposed trail systems.

LANDSCAPE PLAN REQUIREMENTS

Required when parking facilities are proposed or otherwise at planner's discretion.
(Ten (10) copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Location, general type (pine, oak, etc.) and size of all existing trees, 20" DBH (Diameter at Breast Height) diameter or greater in those areas that are subject to grading or otherwise may be removed/affected by proposed improvements. NOTE: The Meyers Community Plan requires the protection and maintenance of all existing Western Juniper trees. See Meyers Community Plan for details.
- _____ 2) Location of any berms or other landform features.
- _____ 3) Note quantity/type of trees to be removed
- _____ 4) Location, quantity, and a gallon size of proposed plant material (See Zoning Ordinance Section 17.18.090).

LANDSCAPE PLAN REQUIREMENTS

Check (√)
Applicant County

- _____ 5) List of both common and botanical names of plant material (use of drought tolerant species is highly recommended). A recommended list of drought-tolerant species is available at the Planning Department.
- _____ 6) Location/type of irrigation proposed. (NOTE: The final Landscape Plan will ultimately be required to meet the County's Water Conserving Landscape Standards. Copies are available at the Planning Department)

PRELIMINARY GRADING AND DRAINAGE PLAN

Required whenever any grading is proposed.
(Ten (10) copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Contours or slope data (pursuant to Chapter 15 of County Code Grading and Drainage Ordinance).
- _____ 2) Drainage improvements, culverts, drains, etc.
- _____ 3) Limits of cut and fill.

PLAN OF BUILDING ELEVATIONS

See Meyers Community Plan for specific design criteria.
(Ten (10) copies, **folded to 8½" x 11"**, **plus one 11" x 17" reduction.**)

Check (√)
Applicant County

- _____ 1) Building design, elevations of all sides.
- _____ 2) Exterior materials, finishes, and colors.
- _____ 3) Existing/proposed signs showing location, height, and dimensions. Include sign plan for project with multiple businesses.

The Planning Department reserves the right to require additional project information as provided by Section 15060 of the California Environment Quality Act, or as required by the General Plan development policies, when such is necessary to complete the environmental assessment.

NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.

FILE # _____
DATE FILED _____

**EL DORADO COUNTY PLANNING DEPARTMENT
ENVIRONMENTAL QUESTIONNAIRE**

Project Title _____
Lead Agency _____ El Dorado County Planning Department _____
Name of Owner _____ Telephone (_____) _____
Address _____
Name of Applicant _____ Telephone (_____) _____
Address _____
Project Location _____
Assessor's Parcel Number(s) _____
Acreage _____ Zoning _____

Please answer all of the following questions as completely as possible. Subdivisions and other major projects will require a Technical Supplement to be filed together with this form.

1. Type of project and description: _____

2. What is the number of units/parcels proposed? _____

GEOLOGY AND SOILS

3. Identify the percentage of land in the following slope categories:
_____ 0 to 10% _____ 11 to 15% _____ 16 to 20% _____ 21 to 29% _____ over 30%
4. Have you observed any building or soil settlement, landslides, rock falls or avalanches on this property or in the nearby surrounding area? _____

5. Could the project affect any existing agriculture uses or result in the loss of agricultural land?

DRAINAGE AND HYDROLOGY

6. Is the project located within the flood plain of any stream or river? _____
If so, which one? _____
7. What is the distance to the nearest body of water, river, stream or year-round drainage channel?
_____ Name of the water body? _____
8. Will the project result in the direct or indirect discharge of silt or any other particles in noticeable amount into any lakes, rivers or streams? _____

9. Will the project result in the physical alteration of a natural body of water or drainage way?
If so, in what way? _____

10. Does the project area contain any wet meadows, marshes or other perennially wet areas?

VEGETATION AND WILDLIFE

11. What is the predominant vegetative cover on the site (trees, brush, grass, etc.)? Estimate percentage of each: _____

12. How many trees of 6-inch diameter will be removed when this project is implemented?

FIRE PROTECTION

13. In what structural fire protection district (if any) is the project located? _____

14. What is the nearest emergency source of water for fire protection purposes (hydrant, pond, etc.)? _____

15. What is the distance to the nearest fire station? _____

16. Will the project create any dead-end roads greater than 500 feet in length? _____

17. Will the project involve the burning of any material including brush, trees and construction materials? _____

NOISE QUALITY

18. Is the project near an industrial area, freeway, major highway or airport? _____
If so, how far? _____

19. What types of noise would be created by the establishment of this land use, both during and after construction? _____

AIR QUALITY

20. Would any noticeable amounts of air pollution, such as smoke, dust or odors, be produced by this project? _____

WATER QUALITY

21. Is the proposed water source public or private, treated or untreated?
Name the system: _____

22. What is the water use (residential, agricultural, industrial or commercial)? _____

AESTHETICS

23. Will the project obstruct scenic views from existing residential areas, public lands, public bodies of water or roads? _____

ARCHAEOLOGY/HISTORY

24. Do you know of any archaeological or historical areas within the boundaries or adjacent to the project? (e.g., Indian burial grounds, gold mines, etc.) _____

SEWAGE

25. What is the proposed method of sewage disposal? septic system sanitation district
Name of district: _____

26. Would the project require a change in sewage disposal methods from those currently used in the vicinity? _____

TRANSPORTATION

27. Will the project create any traffic problems or change any existing roads, highways or existing traffic patterns? _____

28. Will the project reduce or restrict access to public lands, parks or any public facilities? _____

GROWTH-INDUCING IMPACTS

29. Will the project result in the introduction of activities not currently found within the community? _____

30. Would the project serve to encourage development of presently undeveloped areas, or increases in development intensity of already developed areas (include the introduction of new or expanded public utilities, new industry, commercial facilities or recreation activities)?

31. Will the project require the extension of existing public utility lines? _____
If so, identify and give distances: _____

GENERAL

32. Does the project involve lands currently protected under the Williamson Act or an Open Space Agreement? _____
33. Will the project involve the application, use or disposal of potentially hazardous materials, including pesticides, herbicides, other toxic substances or radioactive material? _____

34. Will the proposed project result in the removal of a natural resource for commercial purposes (including rock, sand, gravel, trees, minerals or top soil)? _____

35. Could the project create new, or aggravate existing health problems (including, but not limited to, flies, mosquitos, rodents and other disease vectors)? _____

36. Will the project displace any community residents? _____

DISCUSS ANY YES ANSWERS TO THE PREVIOUS QUESTIONS (attached additional sheets if necessary)

MITIGATION MEASURES (attached additional sheets if necessary)

Proposed mitigation measures for any of the above questions where there will be an adverse impact:

Form completed by: _____ Date: _____

EL DORADO COUNTY PLANNING DEPARTMENT

APPLICATION FOR

ASSESSOR'S PARCEL NO.(s) _____

PROJECT NAME/REQUEST: (Describe proposed use) _____

IF SUBDIVISION/PARCEL MAP: Create _____ lots, ranging in size from _____ to _____ acre(s) / SF

IF ZONE CHANGE: From _____ to _____ IF GENERAL PLAN AMENDMENT: From _____ to _____

IF TIME EXTENSION, REVISION, CORRECTION: Original approval date _____ Expiration date _____

APPLICANT/AGENT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

PROPERTY OWNER _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____

Phone (_____) _____ FAX (_____) _____

LOCATION: The property is located on the _____ side of _____ street or road
N / E / W / S

_____ feet/miles _____ of the intersection with _____ major street or road
N / E / W / S

in the _____ area. **PROPERTY SIZE** _____
acreage / square footage

X _____ Date _____
signature of property owner or authorized agent

FOR OFFICE USE ONLY

Date _____ Fee \$ _____ Receipt # _____ Rec'd by _____ Census _____

Zoning _____ GPD _____ Supervisor Dist _____ Sec/Twn/Rng _____

ACTION BY: **PLANNING COMMISSION**
 ZONING ADMINISTRATOR
 PLANNING DIRECTOR

ACTION BY BOARD OF SUPERVISORS

Hearing Date _____

Hearing Date _____

Approved Denied (findings and/or conditions attached)

Approved Denied (findings and/or conditions attached)

APPEAL: Approved Denied

Executive Secretary

Executive Secretary