



# PLANNING AND BUILDING DEPARTMENT PLANNING DIVISION

<https://www.edcgov.us/Government/Planning>

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October 6, 2023

Michael Chen  
MCHEN@MCKNZE.com

Re: Building Permit Application No. 0361780, AN 117-210-061-000

Michael:

The Planning Division has reviewed the application referenced above for compliance with the El Dorado County Zoning Codes and General Plan Policies. Corrections/Revisions and/or supplemental information is required in order for Planning Division review to recommence. Please provide two sets of revised plans and/or supplemental information to the Building Division to address the following issues:

1. **General Corrections; Commercial Site Plan Submittal Requirements:** The submitted plans do not meet the minimum submittal requirements for a site plan. Please see the [Commercial Site Plan Requirements](#) and provide plans that meet those standards.
  - a. Page A1.10 submitted does not appear to show any easements, setbacks for the building, etc. as required on the Commercial Site Plan checklist linked above. Please verify if page A1.10 is the actual site plan page you are referencing for satisfying this correction. A full complete site plan is required. Referring to a different permit is not sufficient. A1.10 needs to be updated or another site needs to be provided. Do note that you will need to organize your submittal and if items need to be slip sheeted, then you have to come to the office to do it.
2. **Parking and Loading Standards:** Please submit a standalone parking plan that demonstrates compliance with the [Community Design Standards for Parking and Loading](#).
  - a. Standalone parking plan that meets the Community Design Standards for Parking and Loading has not been met. Please show the dimensions of the stalls, number them, motorcycle stall per 4.4. F., wheel stops per 4.8. Please read the Parking and Loading Standards and supply a parking plan that meets all the standards. A standalone parking plan is required. You referring to a few different pages in the packet is not a parking plan. Please provide a parking plan as previously requested.

- 3. 130.35 Parking and Loading:** Please submit parking plans that demonstrate compliance with [130.35 Parking and Loading](#). Be sure to include a table with the appropriate uses, area calculations, required parking and provided parking.

  - a. The parking calculation does not appear to be from 130.35 Parking and Loading. Please use 130.35 Parking and Loading when creating your parking calculation table and plan. Office parking is 1/250. Your plans have 1/500. Please revise.
  
- 4. 130.34 Outdoor Lighting:** Please submit plans that demonstrate compliance with [130.34 Outdoor Lighting](#). The lighting is supposed to be zero at all property lines.

  - a. The submitted plans are not legible. Please submit at the same size of your original rolled plans. Be sure that the value at the property is 0. If the numbers are not 0, then redesign the height of the lamp so when measured, the value is 0. Otherwise choose a different lamp. Be sure to update the architectural elevations and any other pages for consistency where applicable for lamp height.
  
- 5. Outdoor Lighting Standards:** Please submit plans and supplemental information that demonstrate compliance with the [Community Design Standards for Outdoor Lighting](#). This includes filling out Appendix A at the end of the document. Be sure to include the lighting cut sheets for review along with your photometric plans.

  - a. Please provide highlighted cutsheets that identify which fixtures and their associated add-ons if any. I was unable to find within the cutsheets information that demonstrate all fixtures meet the full cutoff definition.
  - b. There are still lights on the plans that are not referenced on the appendix form or a similar discrepancy.
  - c. Plans are not stamped by a licensed design professional such as licensed electrical engineer, electrical contractor, or licensed architect.
  - d. There are only 3 cut sheets whereas the lighting inventory seems to have 6 lamps. Can you clarify where the other cut sheets are?
  - e. There appears to be discrepancies between the Appendix A Lighting Inventory and the light fixtures on the photometric plan. Not labeled the same or the amount of proposed lights. Take this opportunity to verify any math for total lumen, etc.
  - f. Missing detailed light pole schematic
  - g. Overall, please read the Community Design Standards- Outdoor Lighting Standards and submit plans and supplemental information that demonstrates compliance the standards.
  
- 6. Research and Development Design Standards:** Please submit plans that demonstrate compliance with the [Research and Development Design Standards](#). Please submit color versions and verify that items from the [Business Park Design Guidelines](#) are included. Please include an approval letter from the El Dorado Hills Business Park Architectural Review Committee.

  - a. The color elevations need to be submitted on paper the consistent with the original submittal.
  - b. I have not found where on the elevations does it demonstrate compliance with 5.0 Architectural Design b. Please clarify on plans. This correction still has not been satisfied on the color elevations page.

7. **Landscaping and Design Standards:** Please submit plans that demonstrate compliance with [Community Design Standards Landscaping and Irrigation Standards](#).

a. **For now, reviewing under grading permit.**

8. **Model Water Efficient Landscape Ordinance (MWELo):** The landscaping package submitted does not have all items from the checklist labeled and numbered as described on the checklist. A full review will occur once all checklist item numbers are labeled on the landscaping plans. Take this opportunity to review the [MWELo webpage](#) for total MWELo compliance. Please provide a completed [MWELo Performance checklist](#) and provide a complete MWELo landscaping documentation package.

a. Attach landscaping plans to permit that will have the landscaping completed under. Most other applicants put the landscaping plans with the building permit to get the grading permit sooner. Update MWELo submittal form, etc pages as required. **For now, reviewing under grading permit.**

9. **Easements; Proposed Work Within Easements:** The submitted plans proposed work within the easements. Please provide a narrative that describes all the work that is to occur within the easements, provide the type of easement the work is occurring in, provide letters from all public utilities that they do not have any issues with the proposed work within those easements. However, no work may occur within drainage easements unless it is directly related to drainage. Be sure all landscaping, etc. is proposed outside of drainage easements.

a. Page A1.10 does not have any easements. Page A1.10 appears to be an incomplete site plan. See correction item #1 above.

Another potential solution is to go through a parcel map amendment and reduce or abandon the easements.

This corrections letter is consistent with corrections you may have already received from the Building Division.

This letter reflects the requirements from the Planning Division only. The submittal of your corrections/revisions may raise other issues which will be addressed at that time. **Please note: corrected plans are to be resubmitted to the Building Division and will not be reviewed over the counter. The applicant shall be responsible for slip sheeting the revised sheets into the plan sets.** You may also receive additional comments from other departments who are reviewing your application.

If you wish to discuss these requirements further, please contact me at [jon.mijat@edcgov.us](mailto:jon.mijat@edcgov.us) 5306215993.

Sincerely,



Jon Philip Mijat, Associate Planner  
Planning Division

Attachments or Links (4):

[130.30.050 Setback Requirements and Exceptions](#)

[Adopted General Plan](#)

[Drop Off Corrections Sheet](#)

[130.80 Glossary](#)

cc: Permit Center Planning, Correction Letter Database, File #361780