



## CITY OF RANCHO SANTA MARGARITA

22112 El Paseo • Rancho Santa Margarita • California 92688-2824  
949.635.1800 • fax 949.635.1840 • [www.cityofrsm.org](http://www.cityofrsm.org)

August 21, 2019

Michael Battaglia  
William Lyon Homes  
4695 MacArthur Court, 8<sup>th</sup> Floor  
Newport Beach, CA 92660

**SUBJECT: RSM 19-010 (GENERAL PLAN AMENDMENT, ZONE CHANGE, SPECIFIC PLAN, VESTING TENTATIVE TRACT MAP NO. 16921, SITE DEVELOPMENT PERMIT, AND ENVIRONMENTAL IMPACT REPORT)**

Mr. Battaglia,

Thank you for submitting the above listed applications on July 24, 2019, a request to construct a 123-unit townhome development (Paloma Square) on property located at 31931 Dove Canyon Drive. Pursuant to Government Code Section 65943(a), the City of Rancho Santa Margarita has completed its initial evaluation of this request within the prescribed 30 days. Due to missing and incorrect information on the project plans, the City has deemed your application incomplete.

Attachment "A" of this letter outlines the information that you must include in order for the City to process your request. Once you have compiled the necessary information pursuant to the checklist, please submit five (5) full sized sets plans along with one digital set in pdf format. In order to ensure the application is processed in a timely manner, the City of Rancho Santa Margarita requests that you resubmit all required information within 30 days.

When you are ready to resubmit, please contact me to schedule an appointment prior to bringing the plans and supportive documentation to the City. If you have any questions regarding this letter or would like to discuss the application further, please feel free to contact me at (949) 635-1800 x6708 or via email [dblumenthal@sagecrest.us](mailto:dblumenthal@sagecrest.us).

Sincerely,

David Blumenthal, AICP  
Project Manager

cc: Cheryl Kuta, AICP, Development Services Director  
Peter Carlson, Carlson Strategic Land Solutions  
Patrick Parker, Dove Canyon Recovery Acquisitions, LLC

*Mayor*  
Jerry Holloway

*Mayor Pro Tempore*  
Bradley J. McGirr

*Council Member*  
L. Anthony Beall

*Council Member*  
Anne D. Figueroa

*Council Member*  
Carol A. Gamble

*City Manager*  
Jennifer M. Cervantez

## ATTACHMENT "A"

### RSM 19-010 – PALOMA SQUARE 31931 DOVE CANYON DRIVE

#### **Section I. Entitlements**

Your application includes a request for the following entitlements:

- General Plan Amendment: To change the General Plan Land Use Designation. The current land use designation is Neighborhood Commercial; please specify your proposed land use designation.
- Zone Change: To rezone the property. The property is currently zoned CN (Commercial – Neighborhood); please specify your proposed zoning designation.
- Specific Plan: To overlay the proposed zone designation and allow site specific development standards.
- Vesting Tentative Tract Map No. 16921: Subdivide the property for 123 townhomes.
- Site Development Permit: For the proposed site improvements and proposed 123 townhomes and amenities.

#### **Section II. Complete Checklist**

The application has been deemed incomplete, consistent with the requirements of Government Code Section 65943(a). The following items are required in order to complete your application:

1. The proposal includes adjusting the property line between the project site and the Trabuco Canyon Water District site. Additionally, this request will require an adjustment to the boundaries of the General Plan Land Use Designation and Zoning for the Water District property. Accordingly, the following shall be completed:
  - a. Include the Water District property in the Tract Map and all site improvement and landscape plans.
  - b. Provide a letter of authorization from the Trabuco Canyon Water District authorizing you to act on their behalf for this application.
2. Provide a Preliminary Title Report for the Paloma Square site and the Water District site. The title report shall be less than one year old.
3. Ensure all plans are stamped and signed by the licensed professional (architect, engineer, etc.) who prepared the plans.
4. Submit the notification map, mailing list, and envelopes for all properties within 300' of the project site. Be advised that the 300' radius shall not include streets and the mailing list will need to be certified. The mailing list shall also include the following: Dove

Canyon HOA, Rancho Cielo HOA, Cota de Caza HOA, Trabuco Canyon Water District, Saddleback Valley Unified School District, Capistrano Unified School District, and Santa Margarita Catholic High School. See attached Notification Map and Mailing List Instructions for details on how to prepare the map, list, and envelopes.

5. A deposit was submitted for the review of a Specific Plan; however, no Specific Plan was included in the application. Submit the proposed Specific Plan for the City to review.
6. Provide an existing site survey that shows all existing site improvements (e.g., buildings, parking spaces, landscape, topography, etc.), and improvements within the adjoining public right-of-way (e.g., lights, fire hydrants, signs, catch basins, underground utilities, etc.).
7. Provide fully dimensioned plans for the proposed pool building. Include a detailed pool area site plan, floor plans, building elevations, and a roof plan.
8. Provide fully dimensioned plans for the common open space areas, including all proposed amenities.
9. Provide a fully dimensioned, to scale, architectural site plan that includes the following information:
  - a. Label each building with a building number (each unit shall also be labeled and numbered) indicating which architectural style/color will be used for that building.
  - b. Note the location, type, material, and height of all fencing and walls (including any retaining walls) proposed for the site.
  - c. Include a table that shows the size of the common open space areas (dog park, pool area, and community open space area).
  - d. Clearly distinguish between building footprints and private patios.
10. Provide a table that demonstrates the private open space (i.e. patios and balconies) for each unit in the development. The table shall also include the summary total of all private open space in the development.
11. Modify the conceptual landscape plan to include the following information:
  - a. Provide a conceptual irrigation plan. A recycled water main is located within the Dove Canyon Drive right-of-way. Verify with Trabuco Canyon Water District if there is sufficient capacity to service the site with recycled water. If so, recycled water shall be utilized in all site landscaping.
  - b. Provide a tree count broken down by size of proposed tree.
  - c. Show the location of all aboveground transformers and ensure they will be screened from view.
12. Provide a site lighting and photometric plan. This plan shall show type and location of proposed exterior lights. The photometric plan shall extend 50' from the property boundaries and include the entire Dove Canyon Drive right-of-way along the property frontage. All lighting shall comply with Section 9.05.080 of the Rancho Santa Margarita Municipal Code.

13. Modify the building elevations to include the following information:
  - a. Correct the height dimensions to show the height to the highest ridgeline of each building. On the "A" elevations, provide an additional height dimension to the top of the faux chimneys.
  - b. Provide finished material and color callouts.
14. Provide a conceptual grading plan. Include the proposed quantities of cut, fill, import, and export.
15. Provide a conceptual utility plan in conjunction with the Vesting Tentative Tract Map. The utility plan shall reflect all proposed on-site utilities with appurtenances (e.g. pull box, manholes, meters, hydrants, catch basins, etc.) including proposed storm drain system, recycled water irrigation system, etc. The utility plan shall also show existing public utilities to serve the development with associated appurtenances and proposed points of connection.
16. Provide a site access and circulation plan that shows vehicles and trucks movement on the site. Movement shall always be capable in a forward manner and shall not require backing up or turning around. Additionally, demonstrate the entry is designed to allow all turn movements, including turn around, in front of the entry gates. This plan shall show passenger cars, refuse trucks, fire vehicles, and delivery/moving truck movements.
17. Provide a fully dimensioned, to scale, conceptual fire master plan. The plan shall include all fire lanes, proposed hydrant locations, and access gates.
18. Submit a conceptual fuel modification plan for review and approval by the Orange County Fire Authority. Be advised that this will require payment of a fee made payable to the Orange County Fire Authority of \$1,044.00.
19. Provide a water and sewer capacity study that has been reviewed and accepted by the Trabuco Canyon Water District. The study shall show if the existing infrastructure has sufficient capacity to accommodate the units or identify necessary upgrades, if required.

### **Section III. Plan Review**

This section does not contain incomplete checklist items, but rather includes information that is pertinent to the processing of your application.

#### **Planning**

1. An Environmental Impact Report (EIR) will be required for the project. The EIR will analyze the project for potential impacts to traffic, air quality, geotechnical, seismic, noise, water quality and storm water runoff, among other studies. The City will obtain proposals from the City's prequalified list of environmental consultants. You will be responsible for covering the cost of the consultant to prepare the environmental documentation and all associate activities including, public outreach. Once a consultant

is selected, the City will notify you of the estimated cost so you may pay the proper deposit.

- a. The Hydrology Analysis and Preliminary Water Quality Plan have been submitted to the City. These will be reviewed during the environmental stage of the project and may have corrections based on this review.
2. The current proposal has insufficient guest parking. The City's standard is one open guest space per unit, thus requiring 123 guest parking spaces; whereas you are proposing 80. While the Specific Plan allows this type of modification, it is strongly suggested that you increase the number of open guest parking spaces. Refer to the Single-Family Residential requirement listed in Table 9.06.2 of the Rancho Santa Margarita Municipal Code. Additionally, it is recommended that you provide a parking management plan to ensure garages are fully utilized for parking and not storage.
3. There could be an issue with the proposed trash pick-up. Specifically, the current layout of the site would require trash trucks to back-up to service the homes; whereas the site should be designed to allow forward movement of all trucks at all times. Additionally, the internal streets will be considered fire lanes, which cannot be obstructed at any time. Accordingly, clarify how trash pick-up will occur on the site. Include the proposed placement of trashcans on pick-up days so they will not obstruct fire lanes.

#### Public Works

1. All improvements within the public right-of-way, including path of travel, drive approaches, and curb ramps, shall comply with the Americans with Disability Act (ADA).

#### Building and Safety

1. All on-site improvements, shall comply with the Americans with Disability Act (ADA).

## Notification Map and Mailing List Instructions

Listed below are the requirements for public notification of nearby property owners in connection with planning applications for public hearings as determined by the City:

### 1. Procedure:

#### A. Preparation of the "Notification Map."

1. Obtain the Assessor's Parcel (AP) number(s) from the County Assessor or tax bill for the property concerned.
2. Locate the subject parcel on the proper page of the Assessor's map books.
3. With the scale shown on the AP map, measure 300' line on all AP pages. **DO NOT INCLUDE STREETS IN THE 300' RADIUS.**
4. If the maps are the same scale, the most convenient method of determining the notification areas is to "cut and paste" the maps together so that the subject parcel is in the center and all parcels and their numbers within 300' are clearly shown. Some adjustments may be required when maps are of different scales.

#### B. Compilation of the "Mailing List."

1. A "Parcel List" is then prepared by noting the AP numbers of all parcels which are within the 300' notification area. The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list.
2. The "Mailing List" may be properly prepared in two ways:
  - a. Type the AP number, owner's name and address for each parcel as obtained from the Assessor numerical parcel list. Copy of the list is required. **OR**
  - b. Purchase the list of owner's names by pages from the Assessor with necessary assistance from the Assessor's Public Service counter personnel. Make a check mark beside each name to be notified.
3. You must certify the accuracy and completeness of the list through owner or agent signature in the appropriate box. An incomplete list, discovered after a project is approved, may negate such approval.
4. Add name and address of Agent (if any) to the end of the list.

#### C. Preparation of the Envelopes.

1. The owner's name and address, including zip code, shall be affixed on a business (4" x 9") size envelope with a first class postage **stamp** for each property owner on the list. **DO NOT USE A POSTAGE METER.** The parcel number may be included.
2. Only one envelope need be prepared for property owners of more than one parcel, which is to be mailed to the identical address.
3. **DO NOT** use envelopes that have a printed return address. Return address will be stamped on envelope by the City.

#### D. Submittal to the City

The notification map, mailing list and envelopes shall be submitted to the City at the time of filing and application and payment of the required fee.

PROPERTY OWNERS LIST

Case # \_\_\_\_\_

Number of Notices \_\_\_\_\_

Date Mailed \_\_\_\_\_

I certify that this list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within three hundred feet (300'), excluding the widths of streets, of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with Section 9.08.150 of the Rancho Santa Margarita Zoning Code.

\_\_\_\_\_  
Signature