CITY OF
MOAB
Moab City
Council
July 10, 2018
Pre -Council Workshop
6: oo P.M.
REGULAR COUNCIL
MEETING
7: oo P.M.
Moab City Council Chambers
City Center
(aid East Center Street)
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CITY OF
MoAg
City Council
Regular Council Meeting
City Council Chambers
Tuesday, July io, 2018 at 6:0o p.m.
217 East Center Street
Moab, Utah 84532
Main Number (435) 259-5121
Fax Number (435) 259-4135
[www.moabcity.org](http://www.moabcity.org)
6:0o p.m. JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP
■ Conditional Use Changes - Follow-up Briefing
■ Briefing on Planned Affordable Development (PAD) - Solicit
Direction from Council
7:oo p.m. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
SECTION 1: MAYOR AND COUNCIL REPORTS
SECTION 2: ADMINISTRATIVE REPORTS
SECTION 3: CITIZENS TO BE HEARD
SECTION 4: SPECIAL EVENTS/VENDORS/BEER LICENSES
4-1 Moab Rotary April Action Car Show - April 26 to 28, 2019
4-1-1 Special Event License
4-1-2 Special Use of Swanny City Park Use Permit
4-1-3 Consideration of a Fee Waiver Request in an Amount not to
exceed $4,735
4-2 Moab Pride Festival — September 29, 2018
4-2-1 Special Event License
4-2-2 Special Use of Swanny City Park Permit
4-2-3 Consideration of a Fee Waiver Request in an Amount not to
exceed $1,415
SECTION 5: NEW BUSINESS
5-1 Approval of Proposed Resolution #30-2018 — A Resolution of the
Governing Body of the City of Moab Declaring Certain Property Owned
by the City of Moab as Surplus
5-2 Approval of Proposed Resolution #31-2018 — A Resolution Concerning
the Authorization of the Governor's Office of Energy Development to
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Conduct the Commercial Property Assessed Clean Energy District
within Moab and Discussion and Possible Action on Proposed
Resolution #32-2o18 — A Resolution Urging Congress to Levy a
Revenue -Neutral Fee on the Carbon in Fossil Fuels
5-3 Request to Send Proposed Resolution #32-2018 — A Resolution
Adopting a Schedule Adjustment for the Wastewater Service Rates to a
Public Hearing on July 25, 2018 at Approximately 7:3o p.m.
5-4 Additional Discussion Regarding Planned Affordable Development (if
necessary)
SECTION 6: APPROVAL OF BILLS AGAINST THE CITY OF MOAB
Planned Affordable Development (PAD)

Title: Discussion of an Ordinance to Provide Affordable, Deed Restricted Housing in Moab
Date Submitted: July 3, 2018

Background/Summary:
Initiated by City of Moab Staff in 2014, the intent of the Planned Affordable Development (PAD)
ordinance is to provide optional higher density, deed -restricted affordable housing within the City.
Several tools are proposed in the ordinance and include:

* Higher development intensities than what are allowed under current zoning regulations;
* Thirty-year deed restrictions for housing constructed using this development tool;
* Use of the minimal building code floor area requirement for home size.
* The ordinance is a serious attempt to increase the number of housing units to realize a level of affordable density in Moab. With a possible lot area of one thousand (1,000) square feet per dwelling, the city could realize housing of 36-40 units per acre. This is in line with the recently conducted Housing Feasibility Study that suggested this density range was necessary to begin addressing the housing issue.

Chapter 17.68
PLANNED AFFORDABLE DEVELOPMENT

Sections:
17.68.010 Purpose
17.68.020 Definitions
17.68.030 Permitted Locations
17.68.040 Allowable Densities
17.68.050 Performance Standards
17.68.060 Application Review Procedures
17.68.070 Submittal Requirements
17.68.080 Subdivision and Site Plan Requirements
17.68.090 Miscellaneous Provisions
17.68.100 Appeal Procedures
17.68.110 Development Improvements Agreement
17.68.120 Affordability Controls
17.68.130 Land Use Restriction Agreement and Covenants
17.68.140 Impact Fees
17.68.150 Enforcement
17.68.010 Purpose
A. The purpose of this Chapter is to allow Planned Affordable Developments (PAD)
that provide incentives for the development of affordable housing, while preserving the intent
of the underlying zone in which a PAD is developed. In order to qualify as PAD affordable
housing units within a development are subject to deed restrictions that preserve the
affordability of the units for a period of not less than thirty (30) years. The affordability controls
provided in this Chapter are voluntary, entered into by contract between the City and the
applicant in exchange for the zoning concessions authorized herein.
B. As applicable to PAD developments, the provisions of this Chapter supersede any
conflicting or inconsistent provisions which may be found elsewhere in the Moab Municipal
Code.
17.68.020 Definitions
A. The following definitions apply in this Chapter:
1. "Adjacent" means a parcel of land that shares a boundary with the parcel of real
property included in an application under this Chapter.
2. "Advisory Documents" means planning documents adopted by the City from
time to time, including: the Moab General Plan; Storm Water Management Master Plan;

11. "Final Plat" means a map of a subdivision under this Chapter which has been
surveyed by a licensed professional land surveyor and acknowledged by the owner, and which
accurately depicts streets, alleys, easements, blocks, lots, survey monuments, public/private
improvements, and other attributes of a PAD subdivision.
12. "Final Site Plan" means a map of a rental development under this Chapter which
has been surveyed by a licensed professional land surveyor and acknowledged by the owner,
and which accurately depicts streets, alleys, easements, blocks, lots, survey monuments,
building envelopes, public/private improvements, and other attributes of a PAD rental
development.
13. "Household" means a person living alone, or two or more persons, whether
related by blood or marriage or not, who reside together in a single dwelling unit.
14. "HUD" means the United States Department of Housing and Urban
Development.
15. "Land Use Restriction Agreement (LURA)" means a contract between the City of
Moab and an affordable housing Developer or Subdivider which is recorded as an encumbrance
upon the real property to be developed, and which provides for continued enforcement of the
affordability provisions of this Chapter for a duration of not less than thirty (30) years. A LURA
shall run with the land and be binding upon the parties and their successors in title, as provided
by its terms.
16. "Lot" means a tract of land defined in an approved plat which is developed for
housing and which may be conveyed to a buyer by deed.
17. "Market Rate" means a housing unit offered for sale or lease which is not
subject to the affordability controls of this Chapter.
18. "Monitoring Agency" means the City of Moab, or its designee, charged with
monitoring and/or enforcement of the affordability provisions which accompany any affordable
housing developed pursuant to this Chapter, including any LURA provisions.
19. "Original Purchase Price" means the actual sales price for affordable housing
units developed under this Chapter calculated as follows: principal, interest, taxes, and
insurance (PITI) on the unit shall not exceed thirty percent (30%) of the Grand County AMI for a
household of four (4) divided by twelve (12) months. Assumptions used to calculate the OPP
shall be i) a five (5) percent down payment; ii) a thirty (30) year mortgage term; and iii) a
mortgage rate equal to the prevailing First Home rate, or its equivalent, of the Utah Housing
Corporation.

20. "Overnight Accommodations" means short term rentals for a period of less than
thirty (30) days provided to visitors, tourists, or similar persons who do not have a long term
residence in Moab or Grand County.
21. "Public Dedication" means streets, sidewalks, parks, open space, trails, or other
areas of land or improvements to be dedicated to public use under this Chapter.
22. "Preliminary Plan" means a map of a rental development proposed under this
Chapter which has been surveyed by a licensed professional land surveyor and acknowledged
or authorized by the owner, and which accurately depicts streets, alleys, easements, blocks,
lots, survey monuments, building envelopes, public/private improvements, utilities, and other
attributes of a proposed PAD rental development. The Preliminary Plan shall include such other
submittals as to planned improvements as are required by this Chapter.
23. "Preliminary Plat" means a map of a subdivision development proposed under
this Chapter which has been surveyed by a licensed professional land surveyor and
acknowledged or authorized by the owner, and which accurately depicts streets, alleys,
easements, blocks, lots, survey monuments, building envelopes, public/private improvements,
utilities, and other attributes of a proposed PAD subdivision. The Preliminary Plat shall include
such other submittals as to planned improvements as are required by this Chapter.
24. "Preliminary Approval' means an approval, with or without conditions, given by
the land use authority that provides the necessary authority for an applicant to proceed with
the preparation of the Final Plat or the Final Plan.
25. "Project Area" means a defined tract of land, including all subsequent
development phases, that is proposed for a PAD development application.
26. "Setback" means the minimum distance from a specified boundary that a
structure or other feature must be located.
27. "Subdivider" means any person creating a subdivision pursuant to this Chapter
and offering affordable housing units or lots for sale to eligible persons.
28. "Subdivision" means a described tract of land that has been surveyed by a
licensed professional land surveyor and acknowledged or authorized by the owner, that
describes two or more lots which may be conveyed to buyers, and that accurately depicts
streets, alleys, easements, blocks, lots, survey monuments, and other attributes of a proposed
PAD subdivision development.
29. "Site Plan" means a map of a rental development proposed under this Chapter
which has been surveyed by a licensed professional land surveyor and acknowledged or
authorized by the owner, and which accurately depicts streets, alleys, easements, blocks, lots,

survey monuments, building envelopes, public/private improvements, utilities, and other
attributes of a proposed PAD rental development.
30. "Unit" means a residential dwelling containing, at minimum, a kitchen,
bathroom (sink, toilet, and a shower or bathtub), bedroom (or sleeping area), living area,
parking, and storage space. A residential unit may contain more than one bedroom, depending
upon the needs of the development and the housing market. Each housing unit shall be
defined to have non-exclusive access to common elements within the particular development.

17.68.030 Permitted Locations and Housing Types
A. Subject to the provisions of this Chapter, Planned Affordable Developments shall
be allowed in the following zoning districts:
1. Residential Zones: R-2, R-3, R-4, MH/RV-1 zones;
2. Commercial Zones: C-1, C-2, C-4, and C-5 zones.
B. Housing types for a PAD developments shall conform to the types permitted in
the underlying zoning district, except that apartments or similar multi -family housing types shall
be permitted in PAD developments in the R-2 zoning district.

17.68.040 Minimum Project Area; Subdivision Lot Sizes
A. Provided that all requirement of this Chapter can be met, there is no minimum
project area required for a PAD development.
B. Minimum lot sizes for PAD subdivision lots shall be as follows:
R-2 Planned Affordable Developments
Affordability Level
Very Low
Minimum
Lot Size (sq. feet)
2000
Low 2400
Moderate 3000
Market Rate 5000
R-3/R-4/C-1/C-2/C-4/C-5
Planned Affordable Development
Affordability Level
Very Low
Low
Moderate
Market Rate
Minimum Lot
Size (sq. feet)
1000
1200
1500
2000
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Workshop

17.68.050 Performance Standards
A. Affordability Concept. All applications shall provide housing which contains a
combination of one bedroom (or studio), two bedroom, and three bedroom units. The
application shall demonstrate that the units for sale or rent qualify as affordable housing, as
defined by this Chapter. Market rate units shall not exceed twenty percent (20%) of total units
in the development. Units developed under this Chapter (including affordable and market rate
units) shall not be used or offered as overnight accommodations.
B. Minimum Unit Sizes. All housing units developed under this Chapter shall
contain, at minimum: a kitchen; bathroom, including a sink, toilet, shower (or bathtub);
bedroom (or sleeping area); living area; parking; and storage space. Housing units may contain
multiple bedrooms or other functional spaces as needed. All housing units, and rooms within
those units, shall comply with applicable building code minimum requirements, including the
International Residential Code, as adopted by the State of Utah:
Room Requirement
Habitable Rooms: 70 square feet
Min. Dimension: at least 7 feet
Min. Height: 7 feet
Areas Under 5' High: excluded from room
area calculation
1. C. Height of structures. The maximum building height of all buildings in a PAD
development shall be as follows:
R-2, R-3, and R-4 Zoning District: 30 feet
C-1, C-2, C-4, C-5 Zoning District: 40 feet
1. Building height shall be measured from the average finished grade of the
building to the midpoint of the highest peak of the roof.
D. Setbacks; Adjacent Solar Access. Except as necessary to preserve solar access, as
set forth in subsection 1, below, the front, back, and side setbacks of a PAD development shall

be determined by the underlying zoning district. Side setbacks between buildings shall be
governed by the applicable building code, which may allow party walls.
1. PAD developments may be required to provide additional setbacks where
necessary to provide adequate solar access to adjacent properties
located immediately to the north of the project boundary.
E. Open space/Common Facilities. Projects shall include opens space for residents
consistent with the size and scope of the project area. Open space, such as landscaping,
recreation areas, entryways, commons spaces, bicycle racks, and setback areas shall comprise
not less than five percent (5%) of the project site. Required parking spaces, stairways,
elevators, and hallways shall not be calculated as open space.
F. Stormwater. Projects shall include engineered plans for the detention and
conveyance of reasonably anticipated storm -water attributable to the project. Storm -water
conveyances shall not connect to sanitary sewers.
G. Sidewalks/trails. PAD developments shall incorporate elements to facilitate
pedestrian and bicycle access. Sidewalks are required along all public street frontages. Trails
may be required to connect to existing or planned trail systems or public streets.
H. Parking. Vehicle parking shall be provided at a rate of one (1) off-street space
per studio or single bedroom unit. Units having two or more bedrooms shall have parking of
not less than one and one-half (1.5) spaces per bedroom. Parking areas shall be located within
the perimeter of the building envelope. Hard-scape semi -permeable materials may be used for
parking spaces, where appropriate.
I. Lighting. Adequate lighting must be provided for public spaces and common
areas. Light fixtures shall consist of a full cutoff, fully shielded, downward directed
fixtures. Wall mounted flood lights that direct outward toward other properties and roadways
are prohibited for this function.
J. Manufactured housing. All manufactured housing to be utilized in developments
under this Chapter shall comply with all other provisions of the building code.
K. Culinary Water/Sewer. All dwellings shall be served by municipal culinary water
and sewer service. Fire flows shall be provided and hydrants installed in conformity with
building codes and fire department requirements.
L. Streets. Developments shall provide adequate public street access to each
dwelling. All streets within an application shall be hard surfaced or paved and constructed in
conformity with City design specifications, as determined by Staff. Streets shall include
concrete curb, gutter, and sidewalk, and be configured so as to allow adequate vehicle and
emergency access. Streets shall be designed to promote efficient circulation and connectivity

to other parcels and the remainder of the City street system. Street signage must be installed
consistent with Staff requirements.
M. Utilities. Applications must include a utility plan showing feasibility and
placement of electrical, telephone, cable, and internet services.
N. Site Specific Elements or Standards. Depending on the scope of the project
area, the City may require that site -specific design elements or standards be incorporated into
an application as needed to address public safety, recreation, construction requirements,
access, connectivity, or future phases of development.
O. Storage. Each dwelling unit shall be provided with separate, lockable storage
space which is proportionate to the size of each unit.
P. All applications shall demonstrate substantial consistency with Advisory
Documents. The land use authority, may deviate from Advisory Documents on a case by case
basis upon a showing of good cause.
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7.68.060 Application Review Procedures
A. General Procedures
PAD applicants shall comply with the following review procedures.
1. Pre -application Meeting. A pre -application conference shall be held with
planning staff to discuss the proposed development concept, likely development issues, and the
requirements of this Chapter.
2. Application Submittal/Completeness Review. Upon submittal of an
application and payment of the required fees, City Staff will review the application to
determine if it includes, in form adequate for substantive review, all of the submittal materials
required by this Chapter. If an application is found to be deficient, City Staff will notify the
applicant of the deficiency in writing.
3. Staff Review. In every case the application will be reviewed by the DRT
and review agencies. The DRT may require that the applicant correct errors or incorporate
design changes consistent with applicable codes, design standards, and/or review criteria.
Where an application is substantially incomplete or grossly deficient, the staff may notify the
applicant in writing that the application will not be subject to further review until such time as
the enumerated defects are cured.
4. Planning Commission Review. Preliminary Plat or Preliminary Site Plans
that have completed Staff review will be forwarded to the Planning Commission with a Staff
recommendation. The Planning Commission shall hold a public hearing to review the

application and receive public comment, and it may: a) approve the application; b) deny the
application; c) approve the application subject to conditions; or d) table the application pending
receipt of additional information.
a. At preliminary plat/plan review the applicant shall demonstrate that the
plat or plan meets all submittal and performance criteria. Final
construction drawings are not required, but all submittals must
demonstrate the feasibility of the final design and conformity with this
Chapter, applicable codes, and design standards.
5. Final Plat/Final Site Plan Review Procedures. When an applicant is ready
to request Final Site Plan or Final Plat approval a Final Plat or Site Plan shall be submitted for
review by Staff. Staff will review the design documents for completeness and verify that they
incorporate changes or conditions required at the preliminary approval stage. Additionally, all
related documents and agreements, including a Subdivision Improvements and Phasing
Agreement, Land Use Restriction Agreement, and Covenants, Conditions & Restrictions (if
applicable), and final construction drawings shall be reviewed and in final form prior to
submittal to the City Council for final approval.
a. Final approval shall be in the form of an ordinance adopted by the City
Council incorporating all of the design drawings, the Final Plat or Final
Plan, the conditions, and all development agreements comprising the
PAD. Final approval is a legislative decision of the City, and constitutes a
site specific development plan for all lands included in the project area.

17.68.070 Submittal Requirements
A. A PAD application must be submitted to the Planning Department on the
approved application form, together with the required review fee. The application must be
signed by the record property owner or, if the applicant is not the owner, the applicant must
deliver proof of approval signed by the owner. Components of the application submittal may
contain multiple plan sets or reports, provided, that they are clear, legible, and successfully
demonstrate the purposes required under this Chapter. Unless waived by the Planning
Director, the application must include four copies and electronic PDF copies of all design
drawings and submittals. The application must include the following:
1. Preliminary Site Plan. Applicants for a PAD rental development shall
submit a preliminary site plan (with requirements as listed below), drawn to a scale of not less
than one -inch equals fifty feet (on paper no larger than twenty-four inches by thirty-six inches)
that shall include:
a. Parcel Boundary Lines. Include all easements, setbacks,
and construction limits of the project area;
b. Drives, Streets, and Rights -of -Way. Include widths of
pavement, curb and gutter, and dimensions of rights -of -
way;
c. Parking and Loading. The parking plan must include a
count of spaces and details of handicap parking spaces as
well as indicate the location and types of exterior lighting
proposed for the area;
d. Access. Include all points of ingress, egress. For
developments adjacent to and accessed by a state or
federal highway, a completed highway access permit
application from the Utah Department of Transportation
(UDOT) must be submitted with the application, with a
permit issued prior to building permit approval;
e. Refuse Areas. Drawings of the refuse enclosures must be
included;
f. Common Open Space. All open space, common areas,
parks, sidewalks, and trails (with required connectivity)
must be clearly depicted;
g. Topography. All site conditions including terrain contours,
drainage areas, and other physical features on or within
one hundred feet of the site must be shown; existing and
finished grades must be clearly shown in different shades
or contour depictions; all elevations shall be shown in the
most current North American Vertical Datum
(NAVD). Applications may contain this topographic survey
on the site plan or as a separate document.
h. Use Types. Specific areas proposed for specific types of
land use shall be shown, and must include the acreage or
square footage for each area;
i. Public Dedications. Areas proposed for public dedication
(i.e., utility easements, trails, open space, or the like) shall
be depicted;
Lots or Plots. The dimensions and area for each lot or unit
must be shown;

k. Adjacent Zoning. Zoning for adjacent properties within
three hundred feet of the subject property shall be shown;
I. Fire Hydrants. The locations of all fire hydrants;
m. Title Block. A title block shall appear in the lower right-
hand corner of all pages of plans and plats and shall
contain the name of the development; legal location of the
property; name and contact information of the site
engineer/surveyor; the name of the development; and the
drawing scale and compass point;
n. Vicinity Map. A regional or vicinity map shall accompany
the submitted application to indicate the location of the
project; and
o. Legal Description. The legal description of the project area.
2. Floor Plan and Elevations. A floor plan, at a minimum, shall consist of a
drawing to scale showing a view from above, of the relationships between rooms,
spaces and other physical features at each floor level of a structure. All dimensions shall
be drawn between the walls to specify room sizes and wall lengths. The floor plan shall
show the physical layout of:
a. Interior walls and hallways;
b. bathrooms;
c. Windows, doors, landings, decks, and patios;
d. Plumbing features such as sinks, showers, bathtubs, HVAC
elements, etc.;
e. Locations of electrical panels and service connections;
f. The planned uses of all buildings and rooms;
g• All finished first floor elevations;
h. Elevation view drawings shall show all side elevations of
existing and proposed structures, and shall depict exterior
architectural elements and materials, as well as heights of the

3. Lighting Plan. The lighting plan shall show number and types of fixtures
for walkways, building exterior lighting, and parking areas. An acceptable lighting plan
shall consist of full cutoff, fully shielded, downward directed lighting types. The plan
shall include manufacturer's information detailing the fixtures to be used. Internal or
external shielding may be used to prevent glare toward other properties or into the
roadway. All lighting shall be the minimum necessary to provide for safety and
functionality and adhere to International Dark -Sky Association (IDA) standards. Wall
mounted flood lights that direct outward toward other properties and roadways are
prohibited.
4. Landscape Plan. The landscape plan shall include size and species of all
plantings, an irrigation plan, xeriscape plan, and a care and maintenance plan. All
applicable code sections of the Moab Municipal Code must be used to develop the
landscape plan, including Chapter 12.24, Tree Stewardship.
5. Wetlands, Riparian Areas, and Floodways. If the development is
adjacent to riparian areas, flood zones, probable wetlands, or areas where stream
channels may be altered by planned development, wetlands, riparian areas, and
floodway plan drawn by an engineer, surveyor, or other appropriate consultant must be
submitted. Probable wetlands shall be described and delineated. All applications shall
show compliance with Chapter 15.40, Flood Damage Prevention. Flood zone boundaries
and the base flood elevation must be shown. Where the application includes areas
which may be subject to flooding the applicant shall show that the elevation of the
lowest floor of all structures exceeds the elevation which is above the base flood
elevation. All elevations on the plan shall be shown in the most current North American
Vertical Datum (NAVD).
6. Storm Water Drainage Plan. A stormwater drainage plan, signed and
stamped by an engineer, shall be submitted and show calculations and other
information specified below. The plan shall comply with the City of Moab/Grand County
Design Criteria for Drainage Studies, as adopted or updated by the City from time to
time. The stormwater drainage plan shall be reviewed for compliance with other
applicable Advisory Documents. The stormwater drainage plan shall include, at a
minimum, the following information:
a. The project site, including areas three hundred feet beyond its
boundaries;
b. Existing contours at two -foot intervals shown as dashed lines;
c. Proposed contours at two -foot intervals shown as solid lines;
d. Indication of a permanent benchmark referenced to mean sea level;
e. Drainage system shown in plan view with estimated cubic -feet -per -
second flow for a one -hundred -year storm event;
f. Locations of all -natural drainage channels and water bodies;
g• Existing and proposed drainage easements;
h. Type, size, and location of existing and proposed drainage structures such
as pipes, culverts, inlets, ditches, swales, retention ponds, detention
areas, etc.;
i. One -hundred -year event (base) flood areas;
Additional grading and drainage elements may be required to be
depicted to satisfy Federal Emergency Management Administration
(FEMA) floodplain requirements or other applicable city flood damage
prevention ordinances;
k. Erosion control plans showing adequate sedimentation control which
shall be accomplished throughout construction phases as well as during
the ongoing use of the site (e.g., sedimentation ponds, dikes, seeding,
retaining walls, rip -rap, etc.); and
I. All structures for drainage and flood control shall be designed, at a
minimum, to successfully convey the anticipated one -hundred -year
frequency storm event for maximum period of intensity over the entire
drainage basin. The applicant shall submit calculations to show that all
structures have adequate capacity to accommodate flows expected to
result from the designated storm event.
7. Grading Plan. A grading plan for surface drainage (shown by one (1) foot
contours intervals) and spot elevations) shall be prepared by an engineer or surveyor. It
shall show the planned grading and paving of driveways, access roads, and parking
areas. Grading and paving shall be shown on plans, profiles, cross sections, and details
as necessary to describe new construction. Details of curbs, gutters, sidewalks, drainage
structures, and conveyance systems, dimensions of all improvements, size, location,
thickness, materials, strengths, and necessary reinforcement must be shown.
8. Utility Plan. A utility plan shall be prepared by an engineer. It shall show
the locations, dimensions, and elevations of all sewer facilities and culinary water
facilities needed to serve the site. The utility plan shall specify in reasonable detail the
types of equipment and materials to be used and shall comply with all applicable
Advisory Documents or City engineering requirements. Plans showing the locations of
natural gas, electric, and telephone/data lines must also be shown.
9. Evidence of Title/Covenants. A current title insurance commitment,
ownership and encumbrance report, or abstract of title prepared by a title insurance
company or attorney showing all ownership interests, easements, and encumbrances
which apply to the parcel(s) comprising the application must be submitted. If
requested, the applicant shall provide copies of all recorded documents which may
affect the property subject to the application. If common elements or private use
restrictions are anticipated, the applicant must submit draft covenants, conditions, and
restrictions (CC&Rs) for review.
10. Slopes. If proposed development is likely to result in the grading of
hillsides, city staff may require submittal of a slope study prepared by an engineer or
surveyor. Applications will also be reviewed for compliance with Chapter 17.55, Hillside
Developments.
11. Surface and Subsurface Soils Report. The application shall include a
surface and subsurface soils report establishing soil suitability for the proposed
development. The report shall be prepared by a geotechnical engineer or other
professional, if approved by city staff. At a minimum, the report shall include:
a. A description of soil types;
b. Locations and characteristics with supporting soil maps;
c. Soil logs of test pits and boreholes;
d. All other information necessary to determine soil suitability for
the scope of the development and constraints on development
based on the findings;
e. Analysis and evaluation of such information with
recommendations regarding structural constraints, erosion
control, and requirements for building design.
12. Traffic Study. A traffic study and parking and circulation study are
required for projects described as follows:
Single Family Housing, 50 units or more;
Apartments or townhouses, 85 units or more;
Mobile home parks, 100 units or more.
a. The Planning Director has discretion to require a traffic study for
applications which do not generate the level of trips specified
where:
i. High traffic volumes on surrounding streets may affect
movement to and from the proposed development;

ii. There is a lack of existing left turn lanes on streets
adjacent to the proposed access drive;
There are inadequate sight distances at access points; or
iv. Proposed access points are close to other existing drives or
intersections.
13. Street Design Drawings. The application shall include drawings by an
engineer showing the design, grades, widths, and profiles of all streets, sidewalks, curbs,
gutters, traffic control devices, traffic signs, and associated public improvements. All
street designs shall conform to street classifications and design standards adopted by
the City.
B. Additional Submittals --Waiver of Certain Submittals. The Planning Director has
discretion to require other submittals where appropriate for the review of a particular
application. Alternatively, the Planning Director has discretion to waive or modify any
requirement for a particular submittal if it is determined that the document or report is
not necessary, or if an alternate submittal is justified for the review of a particular
application. Any waiver shall be in writing labeled as a submittal waiver, shall identify
the project by name and application number, and shall be signed and dated by the
Planning Director.
C. Conformity with Submittal Standards. All submittals must conform to the land
use submittal standards adopted by the City. Submittals which do not clearly or
accurately depict elements required for review of the project may be rejected, or staff
may require revisions during the review process. (Ord. 17-18 (part), 2017

D. Affordable Housing Development Plan. The Affordable Housing Development
Plan shall contain, at a minimum, the following information:
1. A general description of the development, including whether the
development will contain units/lots for rent or sale;
2. The total number of market -rate units and affordable housing
units and a depiction of where those units will be situated on the
plat/plan;
3. The square footage of each market -rate unit and of each
affordable unit measured from the interior walls of the unit;
4. The estimated sale price or monthly rent for each market -rate
unit or lot and each affordable housing unit;
5. If construction of dwelling units is to be phased, a phasing plan
stating the number of market -rate and affordable housing units in
each phase; and
6. Statistical information as to the project area, developed area
square footage, open space area, area and number of parking
spaces, and the like shall be included.
7. Affordability calculations and assumptions demonstrating that the
housing will be affordable under current economic conditions.
E. Departmental Standards. All developments pursuant to this Chapter shall
comply with departmental standards published by the City. Do we want to reference
"advisory documents" here?