# City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Trinity Burruss · Mayor Pro Tem Kim Douglass
Councilmembers · David Ackerman · Sean Lomen

**REGULAR MEETING AGENDA**
**June 14, 2023**
**Closed Session 6:00 PM**
**Regular Session to Follow**

You may access the meeting and address the Council by any of the following means:

ZOOM at

https://us02web.zoom.us/j/82570825109

Dial in by calling one of the numbers listed below and enter the Webinar ID:
**825 7082 5109**

| | | |
|---|---|---|
| 1 (669) 900-6833 | 1 (346) 248-7799 | 1 (312) 626-6799 |
| 1 (929) 205-6099 | 1 (253) 215-8782 | 1 (301) 715-8592 |

Facebook Live on our City of Colfax page: City of Colfax, California. You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Comments received will be submitted to Council and made a part of the record.

## 1 CLOSED SESSION

**1A. Call Closed Session to Order**

**1B. Roll Call**

**1C. Public Comment (On Closed Session Item)**

**1D. Public Employment Pursuant to Government Code Section 54957. Position to be Filled: City Manager.**

## 2 OPEN SESSION

**2A. Call Open Session to Order**

**2B. Report from Closed Session**

**2C. Pledge of Allegiance**

**2D. Roll Call**

**2E. Approval of Agenda Order**

*This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.*

**Recommended Action:** By motion, accept the agenda as presented or amended.

## 3 CONSENT CALENDAR

*Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.*

**Recommended Action:** Approve Consent Calendar

**3A. 2022 Annual Housing Element Progress Report** (Pages 5-8)
**Recommendation:** Adopt Resolution __-2023 accepting the 2022 Annual Housing Element Progress Report and authorizing staff to send the report to the State

**3B. Cash Summary – May 2023** (Pages 9-15)
**Recommendation:** Accept and File.

**3C. Annual Finance Activities** (Pages 16-29)
**Recommendation:** Accept and File.

**3D. Shady Glen Sewer Consolidation CWSRF Planning Grant Application** (Pages 30-61)
**Recommendation:** Adopt Reolsution__-2023 authorizing the City Manager to execute a professional services agreement with Wood Rodgers to prepare two Clean Water State Revolving Fund Planning Grant Applications for the consolidation of the shady Glen Mobile Home Park wastewater system with the City of Colfax wastewater system in an amount not to exceed $41,600.

**3E. FY 2023/2024 SB 1 Funding Project List** (Pages 62-66)
**Recommendation:** Adopt Resolution__-2023 to adopt a list of potential projects for Fiscal year 2023-2024 to be funded in full or in part by SB 1, the Road Repair and Accountability Act, ensuring eligibility for State of California Road Maintenance and Rehabilitation Account (RMRA) revenues.

**3F. Annual Appropriation Limits** (Pages 67-75)
**Recommendation:** Adopt Resolution __-2023 certifying compliance with the Fiscal Year 2022-2023 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal year 2023-2024.

*** End of Consent Calendar ***

## 4 AGENCY REPORTS

**4A. Placer County Sheriff's Office**

**4B. California Highway Patrol**

**4C. Placer County Fire Department/CALFIRE**

**4D. Non-Profits**

## 5 PRESENTATION

**5A. Fire Season Fuels and Weather Outlook**
**Presentation By: Placer County Fire/CALFIRE Assistant Chief Bob Counts**
**Recommendation:** Receive the update.

## 6 PUBLIC HEARING

**Notice to the Public:** ***City Council, when considering a matter scheduled for hearing, will take the following actions:***

1. Presentation by Staff
2. Open the Public Hearing
3. Presentation, when applicable, by Applicant
4. Accept Public Testimony
5. When applicable, Applicant rebuttal period
6. Close Public Hearing (No public comment is taken, hearing is closed)
7. Council comments and questions
8. City Council Action

***Public Hearings that are continued will be so noted. The continued Public Hearing will be listed on a subsequent council agenda and posting of that agenda will serve as notice.***

**6A. 143 Whitcomb Ave. (APN 006-072-001)** (Pages 76-218)
**Recommendation:** Approve a design Review application to allow the construction of a 332-unit self-storage facility, subject to conditions.

**6B. Delinquent Sewer Service Charges and Refuse Collection Fees** (Pages 219-228)
**Recommendation:** Conduct a public hearing to consider comments and adopt Resolution__-2023 and __-2023 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2023-2024.

## 7 PUBLIC COMMENT

*Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.*

## 8 COUNCIL AND STAFF

*The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.*

**8A. Committee Reports and Colfax Informational Items – All Councilmembers**

**8B. City Operations Update – (As Applicable)**

## 9 COUNCIL BUSINESS

**9A. Draft Short-Term Rental Regulations.** (Pages 229-249)
**Recommendation:** Provide direction on the preparation of a draft ordinance to allow short-term rentals.

**9B. Appointment of City of Colfax Councilmember**
**Recommendation:** Discuss as necessary.

## 10 GOOD OF THE ORDER

*Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.*

## 11 ADJOURNMENT

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I, Marguerite Bailey, City Clerk for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at http://colfax-ca.gov/

Marguerite Bailey

Marguerite Bailey, City Clerk

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Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Emmanuel Ursu, City Planner
**Subject:** 2022 Annual Housing Element Progress Report

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Adopt Resolution __-2023 accepting the 2022 Annual Housing Element Progress Report and authorizing staff to send the report to the State.

**Summary/Background**

State law requires local jurisdictions to report annually on their progress in implementing the Housing Element of their General Plan. Annual Progress Reports (APR) are to be filed with the California Department of Housing and Community Development (HCD) and the Office of Planning and Research (OPR) by April 1st (with a 60-day grace period) for the prior calendar year (2022). The APR must be considered at a City Council meeting prior to submission to the State.

**2022 ANNUAL PROGRESS REPORT**

Pursuant to Government Code Section 65400(a)(2) local jurisdictions must provide an Annual Progress Report (APR) to the State of California State law requires local jurisdictions to present the report to the City Council at a meeting prior to submission to HCD and OPR (California Government Code Section 65400(a)(2)(B)). Attachment 1 is a draft City Council Resolution accepting the APR and authorizing submittal to HCD.

Staff prepared a draft APR which includes a list of land use entitlement approvals for residential development, building permits issued for new housing and final inspections for completed housing (Attachment 2). The following is a summary of the land use entitlements, building permits issued, and final inspections for new residential units in 2022.

| Type of Approval | Location | Number | Affordability[1] |
|---|---|---|---|
| Land use entitlement (i.e. subdivision, design review) | Historic Colfax Hotel | 8 apartments | Moderate-income |
| Building permit | n/a | 0 | n/a |
| Final building inspection | Sierra Oaks<br>Shadow Wood | 8 single-family<br>1 ADU | Above moderate<br>Moderate-income |

1. Affordability: Household income level at which the dwelling unit is affordable where Above moderate income is affordable for households that earn 120% or more of the area median income (AMI), Moderate-income is affordable for households that earn between 80% and less than 120% of the AMI, Low-income is affordable for households that earn between 50% and less than 80% of the AMI, and Very low-income households is affordable for households that earn less than 50% of the AMI.

**Attachments**

1. Resolution _ _ -2023
2. 2022 Housing Element Annual Progress Report

# City of Colfax
## City Council

Resolution №___-2023

ACCEPTING THE UPDATE ON THE 2022 ANNUAL HOUSING ELEMENT PROGRESS REPORT AND AUTHORIZING STAFF TO SEND THE REPORT TO THE STATE

**WHEREAS,** California Government Code Section 65400(a)(2) requires the planning agency to provide an annual report to the City Council, the Governor's Office of Planning and Research, and the State Department of Housing and Community Development (HCD) regarding progress toward implementation of the housing element of the general plan; and

**WHEREAS,** planning staff has prepared an annual progress report for the calendar year 2022, utilizing the prescribed forms and instructions provided by the California Department of Housing and Community Development; and

**WHEREAS,** the City Council has reviewed all written evidence and oral testimony presented to date.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax accepts the update on the 2022 Annual Housing Element Progress Report and authorizes staff to send the report to the State.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

**Trinity Burruss, Mayor**

**ATTEST:**

**Marguerite Bailey, City Clerk**

Attachment 2

| Jurisdiction | Colfax | |
|---|---|---|
| Reporting Year | 2022 | (Jan. 1 - Dec. 31) |
| Planning Period | 6th Cycle | 05/15/2021 - 05/15/2029 |

# ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation

Table A2

**Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**

| Project Identifier | | | | | Unit Types | | Affordability by Household Incomes - Completed Entitlement | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | | | | | | | 5 |
| Prior APN* | Current APN | Street Address | Project Name* | Local Jurisdiction Tracking ID* | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Entitlement Date Approved |
| Summary Row: Start Data Entry Below | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | 101-210-028-000 | 1139 Sierra Oaks Dr | Sierra Oaks | 20062 | SFD | O | | | | | | | | |
| | 101-210-029-000 | 1135 Sierra Oaks Dr | Sierra Oaks | 20063 | SFD | O | | | | | | | | |
| | 101-210-030-000 | 1131 Sierra Oaks Dr | Sierra Oaks | 20064 | SFD | O | | | | | | | | |
| | 101-210-007-000 | 500 Chase Court | Sierra Oaks | 21019 | SFD | O | | | | | | | | |
| | 101-210-023-000 | 1124 Sierra Oaks Dr | Sierra Oaks | 21025 | SFD | O | | | | | | | | |
| | 101-210-025-000 | 1132 Sierra Oaks Dr | Sierra Oaks | 21027 | SFD | O | | | | | | | | |
| | 101-210-027-000 | 1140 Sierra Oaks Dr | Sierra Oaks | 21028 | SFD | O | | | | | | | | |
| | 101-210-026-000 | 1136 Sierra Oaks Dr | Sierra Oaks | 21029 | SFD | O | | | | | | | | |
| | 006-150-011-000 | 120 Shadow Wood Pl | Shadow Wood | 21097 | ADU | R | | | | | | | | |
| | 006-072-001 | 10 E. Grass Valley St | Colfax Historic Hotel and Residences | DR2022-001 | 5+ | R | | | | | | 8 | | 9/28/2022 |

Attachment 2

| | |
|---|---|
| Colfax | |
| 2022 | (Jan. 1 - Dec. 31) |
| 6th Cycle | 05/15/2021 - 05/15/2029 |

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

**ıary - New Construction, E**

| Project Identifier | | | | Unit Types | | Affordability by Household Incomes - Building Permits | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | 7 | | | | | | | 8 |
| Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Building Permits Date Issued |
| tart Data Entry Below | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 101-210-028-000 | 1139 Sierra Oaks Dr | Sierra Oaks | 20062 | SFD | O | | | | | | | 1 | 8/11/2020 |
| 101-210-029-000 | 1135 Sierra Oaks Dr | Sierra Oaks | 20063 | SFD | O | | | | | | | 1 | 8/11/2020 |
| 101-210-030-000 | 1131 Sierra Oaks Dr | Sierra Oaks | 20064 | SFD | O | | | | | | | 1 | 8/11/2020 |
| 101-210-007-000 | 500 Chase Court | Sierra Oaks | 21019 | SFD | O | | | | | | | 1 | 4/6/2021 |
| 101-210-023-000 | 1124 Sierra Oaks Dr | Sierra Oaks | 21025 | SFD | O | | | | | | | 1 | 4/15/2021 |
| 101-210-025-000 | 1132 Sierra Oaks Dr | Sierra Oaks | 21027 | SFD | O | | | | | | | 1 | 4/15/2021 |
| 101-210-027-000 | 1140 Sierra Oaks Dr | Sierra Oaks | 21028 | SFD | O | | | | | | | 1 | 4/15/2021 |
| 101-210-026-000 | 1136 Sierra Oaks Dr | Sierra Oaks | 21029 | SFD | O | | | | | | | 1 | 4/15/2021 |
| 006-150-011-000 | 120 Shadow Wood Pl | Shadow Wood | 21097 | ADU | R | | | | 1 | | | | 11/23/2021 |

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Laurie Van Groningen, Finance Director
**Subject:** Cash Summary – May 2023

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Accept and File.

**Summary/Background**

The monthly financial report includes General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The purpose of these reports is to provide the status of funds and transparency for Council and the public regarding the financial transactions of the City. The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and as part of the proposed budget process each year.

The attached reports reflect an overview of the financial transactions of the City of Colfax in May 2023. Some monthly highlights are listed below:

- May revenues included:
  - Allocation for Sales Tax revenues reported/paid to the State for the month of March 2023 (two-month lag).
  - Second allocation (40%) from Placer County of fiscal year property tax revenues and direct charges.
  - Reimbursements on capital projects from Grant funding.
- May expenditures included:
  - Approved capital project expenditures – expenditures on WWTP Construction Grant and other grant funded projects.
  - Quarterly payment for Fire Services.
  - City litigation expenses
- Negative cash fund balances at the end of May are due to the timing of funding allocations and reimbursements:
  - Fund 250 – Streets – Roads/Transportation. These expenses are funded by annual Transportation funding through Placer County Transportation Agency (PCTPA), City Gas Tax revenues, and a General Fund allocation. All allocations will be funded by the end of the fiscal year.
  - Fund 300 – Capital Projects. This is the new project for the installation of a metal storage building at the City Corporation Yard. The project is slated to be paid for by Mitigation Fund 214 – City Buildings. Funds are to be transferred at project completion.

- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – the final funding of the grant is now in progress. CDBG has approved the start date of expenditures. Any unfunded expenditures would require allocation from other Funds.
- Fund 367 – SB2 Planning Grant – this is a reimbursable grant. Reimbursement requests were submitted in May to two grant funding sources.
- Fund 376 – Downtown Streetscape – This project is primarily (89%) funded with grant funds on a reimbursement basis. Reimbursement requests are expected to be submitted on a quarterly basis. The balance of funding (11%) will be a City General Fund match.
- Fund 378 – Zoning Code Update. This project is 100% funded with grant funds on a reimbursement basis. Reimbursement requests are expected to be submitted on a quarterly basis. Reimbursement requests are can be submitted monthly based on project activity.
- Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Reimbursement requests are scheduled to be submitted quarterly. Reimbursement request (#5) was submitted in March and payment was received in May. Next request scheduled for end of fiscal year.
- Fund 577 – Capital Projects. This is the new project for the installation of a metal storage building at the Waste Water Treatment Plant. The project is slated to be funded by Fund 564 – Sewer Connection Fees. Funds to be transferred at project completion.

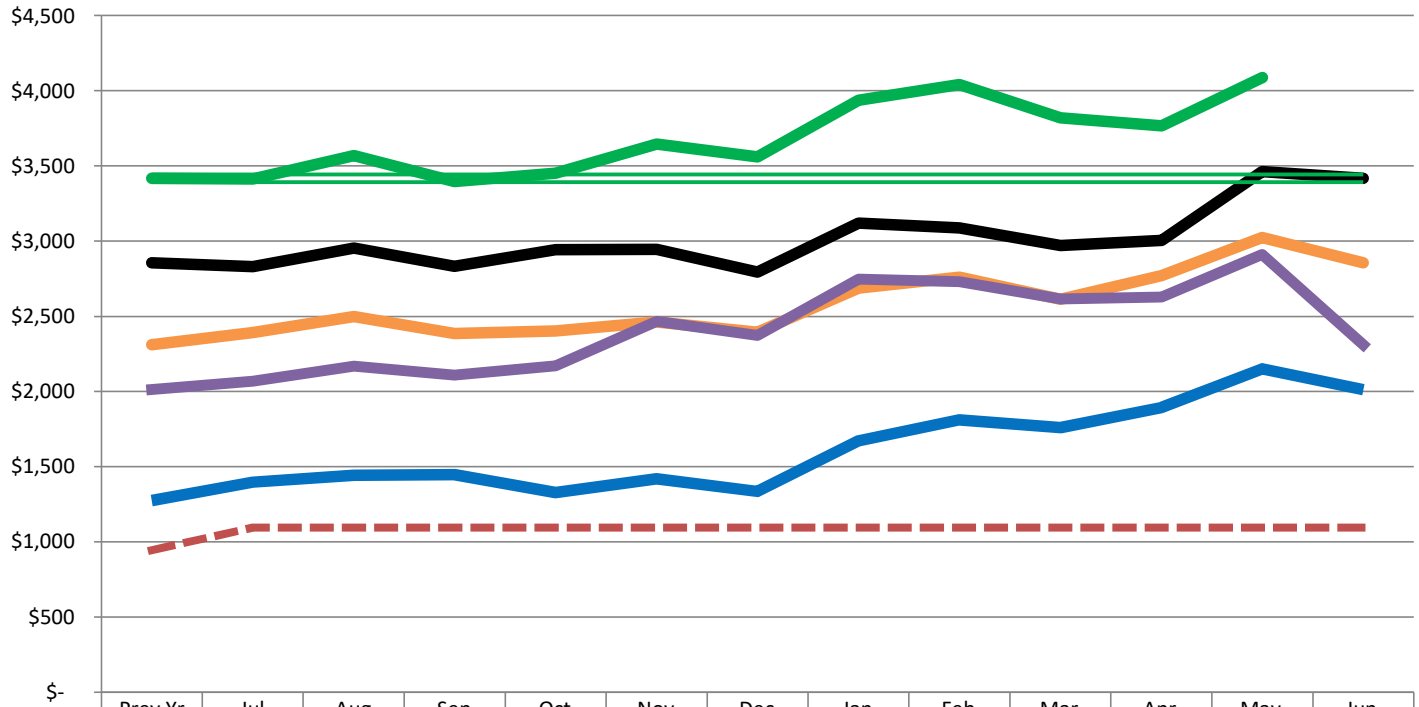
- Anticipated revenues/expenditures for June include:
  - Revenues
    - Allocation for Sales Tax revenues reported/paid to the State for the month of April 2023 (two-month lag).
  - Expenditures
    - Approved capital project expenditures.
    - Quarterly payment for Sheriff services.

**Attachments:**

1. General Fund Reserved Cash Analysis Graph
2. Cash Activity Reports
   a. Cash Summary
   b. Cash Transactions Report – by individual fund
   c. Check Register Report - Accounts Payable

# City of Colfax - May 2023
# General Fund Reserved Cash Analysis
**(Dollars in Thousands)**

Fiscal Year 2022-23 >>




| | Prev Yr | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cash Balance FY2022-23 | $3,418 | $3,412 | $3,568 | $3,396 | $3,451 | $3,644 | $3,560 | $3,935 | $4,039 | $3,819 | $3,765 | $4,087 | |
| Cash Balance FY2021-22 | $2,857 | $2,831 | $2,953 | $2,833 | $2,943 | $2,946 | $2,794 | $3,120 | $3,088 | $2,971 | $3,004 | $3,462 | $3,418 |
| Cash Balance FY2020-21 | $2,311 | $2,392 | $2,497 | $2,386 | $2,402 | $2,463 | $2,393 | $2,688 | $2,760 | $2,612 | $2,771 | $3,023 | $2,857 |
| Cash Balance FY2019-20 | $2,013 | $2,069 | $2,169 | $2,110 | $2,170 | $2,467 | $2,373 | $2,747 | $2,730 | $2,615 | $2,627 | $2,910 | $2,311 |
| Cash Balance FY2018-19 | $1,275 | $1,398 | $1,444 | $1,447 | $1,329 | $1,420 | $1,336 | $1,672 | $1,812 | $1,760 | $1,893 | $2,151 | $2,013 |
| *Reserves (Ops, Cap, Pen) | $945 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 | $1,095 |
| Budget FY2022-23 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 | $3,418 |

**City of Colfax**
**Cash Summary**
**May 31, 2023**

| | Balance 04/30/2023 | Revenues In* | Expenses Out* | Transfers | Balance 05/31/2023 |
|---|---|---|---|---|---|
| US Bank | $ 125,377.00 | $ 1,112,487.26 | $ (334,326.19) | $ (575,000.00) | $ 328,538.07 |
| LAIF | $ 8,597,626.14 | $ - | $ - | $ 575,000.00 | $ 9,172,626.14 |
| Total Cash - General Ledger | $ 8,723,003.14 | $ 1,112,487.26 | $ (334,326.19) | $ - | $ 9,501,164.21 |
| Petty Cash (In Safe) | $ 300.00 | | | | $ 300.00 |
| Total Cash | $ 8,723,303.14 | $ 1,112,487.26 | $ (334,326.19) | $ - | $ 9,501,464.21 |

**Change in Cash Account Balance - Total** **$ 778,161.07**

Attached Reports:

1. Cash Transactions Report (By Individual Fund)
2. Check Register Report (Accounts Payable)

| | | |
|---|---|---|
| | $ | (243,519.73) |
| Cash Receipts | $ | 917,142.00 |
| Payroll Checks and Tax Deposits | $ | (72,756.14) |
| Utility Billings - Receipts | $ | 177,294.94 |
| LAIF Interest | $ | - |
| Voided Checks | $ | - |
| | **$** | **778,161.07** |

$ -

*Does not include transfers between funds

Prepared by: *Laurie Van Groningen, Finance Director*
Laurie Van Groningen, Finance Director

Reviewed by: *Wes Heathcock, City Manager*
Wes Heathcock, City Manager

# City of Colfax

## Cash Transactions Report - May 2023

| | Beginning Balance | Debit Revenues | Credit (Expenditures) | Ending Balance |
|---|---|---|---|---|
| **Fund Type: 1.11 - General Fund - Unassigned** | | | | |
| Fund: 100 - General Fund | $ 3,575,181.77 | $ 470,766.18 | $ (148,897.43) | $ 3,897,050.52 |
| Fund: 120 - Land Development Fees | $ 183,068.73 | $ - | $ (311.18) | $ 182,757.55 |
| Fund: 200 - Cannabis Application | $ 7,424.99 | $ - | $ - | $ 7,424.99 |
| **Fund Type: 1.11 - General Fund - Unassigned** | **$ 3,765,675.49** | **$ 470,766.18** | **$ (149,208.61)** | **$ 4,087,233.06** |
| **Fund Type: 1.14 - General Fund - Restricted** | | | | |
| Fund: 205 - Escrow Funds | $ 39,737.00 | $ - | $ - | $ 39,737.00 |
| Fund: 571 - AB939 Landfill Diversion | $ 23,317.26 | $ - | $ - | $ 23,317.26 |
| Fund: 572 - Landfill Post Closure Maintenance | $ 816,690.10 | $ - | $ (4,884.24) | $ 811,805.86 |
| **Fund Type: 1.14 - General Fund - Restricted** | **$ 879,744.36** | **$ -** | **$ (4,884.24)** | **$ 874,860.12** |
| **Fund Type: 1.24 - Special Rev Funds - Restricted** | | | | |
| Fund: 202 - ARPA American Rescue Plan Act | $ - | $ - | $ - | $ - |
| Fund: 210 - Mitigation Fees - Roads | $ 143,627.08 | $ - | $ - | $ 143,627.08 |
| Fund: 211 - Mitigation Fees - Drainage | $ 5,489.55 | $ - | $ - | $ 5,489.55 |
| Fund: 212 - Mitigation Fees - Trails | $ 76,260.85 | $ - | $ - | $ 76,260.85 |
| Fund: 213 - Mitigation Fees - Parks/Rec | $ 195,301.03 | $ - | $ - | $ 195,301.03 |
| Fund: 214 - Mitigation Fees - City Bldgs | $ 103,021.37 | $ - | $ - | $ 103,021.37 |
| Fund: 215 - Mitigation Fees - Vehicles | $ 22,499.69 | $ - | $ - | $ 22,499.69 |
| Fund: 217 - Mitigation Fees - DT Parking | $ 44,046.17 | $ - | $ - | $ 44,046.17 |
| Fund: 218 - Support Law Enforcement | $ 5,209.23 | $ - | $ - | $ 5,209.23 |
| Fund: 244 - CDBG Program Inc - ME Lending | $ 2,508.56 | $ - | $ - | $ 2,508.56 |
| Fund: 250 - Streets - Roads/Transportation | $ (150,282.47) | $ - | $ (12,578.28) | $ (162,860.75) |
| Fund: 253 - Gas Taxes | $ 63,340.42 | $ 3,470.72 | $ (1,374.51) | $ 65,436.63 |
| Fund: 258 - Road Maintenance - SB1/RSTBG | $ 202,316.54 | $ 3,345.70 | $ - | $ 205,662.24 |
| Fund: 270 - Beverage Container Recycling | $ 19,438.99 | $ - | $ - | $ 19,438.99 |
| Fund: 280 - Oil Recycling | $ 3,832.94 | $ - | $ - | $ 3,832.94 |
| Fund: 290 - SB1383 Implementation Grant | $ 20,531.58 | $ - | $ - | $ 20,531.58 |
| Fund: 292 - Fire Department Capital Funds | $ 94,917.63 | $ - | $ - | $ 94,917.63 |
| Fund: 342 - Fire Construction - Mitigation | $ 77,417.22 | $ 750.00 | $ - | $ 78,167.22 |
| Fund: 343 - Recreation Construction | $ 77,417.70 | $ 750.00 | $ - | $ 78,167.70 |
| Fund: 367 - SB2 - Planning Grant | $ (44,762.63) | $ - | $ (4,523.70) | $ (49,286.33) |
| Fund: 376 - Downtown Streetscape | $ (22,530.52) | $ 17,281.63 | $ (5,498.00) | $ (10,746.89) |
| Fund: 378 - Zoning Code Update | $ (1,484.22) | $ 1,448.17 | $ - | $ (36.05) |
| **Fund Type: 1.24 - Special Rev Funds - Restrict** | **$ 938,116.71** | **$ 27,046.22** | **$ (23,974.49)** | **$ 941,188.44** |
| **Fund Type: 1.34 - Capital Projects - Restricted** | | | | |
| Fund: 300 - GF Capital Projects | **$ (6,169.25)** | **$ -** | $ - | $ (6,169.25) |
| Fund: 358 - CDBG Pavement | $ (92,621.34) | $ - | $ - | $ (92,621.34) |
| **Fund Type: 1.34 - Capital Projects - Restricted** | **$ (98,790.59)** | **$ -** | **$ -** | **$ (98,790.59)** |
| **Fund Type: 2.11 - Enterprise Funds** | | | | |
| Fund: 560 - Sewer | $ 1,738,143.74 | $ 144,463.72 | $ (105,233.31) | $ 1,777,374.15 |
| Fund: 561 - Sewer Liftstations | $ 699,877.32 | $ - | $ - | $ 699,877.32 |
| Fund: 563 - Wastewater Treatment Plant | $ 985,399.12 | $ 18,404.83 | $ (18,557.54) | $ 985,246.41 |
| Fund: 564 - Sewer Connections | $ 321,774.88 | $ 51,252.77 | $ - | $ 373,027.65 |
| Fund: 575 - WWTP Construction Grant | $ (507,508.38) | $ 400,192.00 | $ (32,468.00) | $ (139,784.38) |
| Fund: 577 - Capital Projects | $ (3,191.25) | $ - | $ - | $ (3,191.25) |
| Fund: 585 - LS #5 Force Main Repairs | $ - | $ - | $ - | $ - |
| **Fund Type: 2.11 - Enterprise Funds - Unassign** | **$ 3,234,495.43** | **$ 614,313.32** | **$ (156,258.85)** | **$ 3,692,549.90** |
| **Fund Type: 9.0 - CLEARING ACCOUNT** | | | | |
| Fund: 998 - PAYROLL CLEARING FUND | $ 3,761.74 | $ 361.54 | $ - | $ 4,123.28 |
| **Fund Type: 9.0 - CLEARING ACCOUNT** | **$ 3,761.74** | **$ 361.54** | **$ -** | **$ 4,123.28** |
| **Grand Totals:** | **$ 8,723,003.14** | **$ 1,112,487.26** | **$ (334,326.19)** | **$ 9,501,164.21** |

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|---|---|---|---|---|---|---|---|---|
| **US BANK Checks** | | | | | | | | |
| 59382 | 05/08/23 | Printed | | | 03141 | CALPERS | HEALTH PREMIUMS MAY 2023 | 19,341.48 |
| 59383 | 05/15/23 | Printed | | | 1161 | 49ER WATER SERVICES | BIOASSAY APR 2023 | 4,395.00 |
| 59384 | 05/15/23 | Printed | | | 01414 | ALHAMBRA & SIERRA SPRINGS | WATER | 145.43 |
| 59385 | 05/15/23 | Printed | | | 01766 | AT&T MOBILITY | CITY CELL PHONES | 836.30 |
| 59386 | 05/15/23 | Printed | | | 02901 | BUREAU VERITAS NORTH AMERICA | BLDG OFFICIAL APR 2023 | 5,760.00 |
| 59387 | 05/15/23 | Printed | | | 8062 | CATHERINE HANSFORD | SEWER RATE STUDY APR 2023 | 865.00 |
| 59388 | 05/15/23 | Printed | | | 03446 | CITY OF FOSTER CITY | PWWS JOB POSTING | 540.00 |
| 59389 | 05/15/23 | Printed | | | 3468 | CIVICWELL | DOWNTOWN STREETSCAPE MAR 23 | 5,498.00 |
| 59390 | 05/15/23 | Printed | | | 3476 | CLARK EQUIPMENT COMPANY | SKID STEER ATTACHMENT | 5,724.74 |
| 59391 | 05/15/23 | Printed | | | 3494 | COLANTUONO, HIGHSMITH & | LEGAL MATTER APR 2023 | 28,275.00 |
| 59392 | 05/15/23 | Printed | | | 4187 | DAWSON OIL COMPANY | GENERATOR FUEL ACCT CHARGE | 6.00 |
| 59393 | 05/15/23 | Printed | | | 04234 | DE LAGE LANDEN FINANCIAL | COPY MACH LEASE MAY 2023 | 444.96 |
| 59394 | 05/15/23 | Printed | | | 4591 | ASHLYNN SMITH | DEPOT/CITY HALL CLEANING | 225.00 |
| 59395 | 05/15/23 | Printed | | | 05221 | EOSI - ENVIRONMENT OPERATING | WWTP CHEMICALS | 10,252.99 |
| 59396 | 05/15/23 | Printed | | | 05221 | EOSI - ENVIRONMENT OPERATING | WWTP CHEMICALS | 2,202.65 |
| 59397 | 05/15/23 | Printed | | | 9541 | FASTRAK | SWANA MEETING BRIDGE TOLL | 7.00 |
| 59398 | 05/15/23 | Printed | | | 7291 | GLADWELL GOVERNMENTAL SERVICES | RECORDS RETENTION PHASE II | 3,250.00 |
| 59399 | 05/15/23 | Printed | | | 07460 | GOLD MOUNTAIN CALIFORNIA | DELINQUENT SEWER NOTICE | 160.50 |
| 59400 | 05/15/23 | Printed | | | 07460 | GOLD MOUNTAIN CALIFORNIA | WHITE STORAGE PUBLIC HEARING | 311.18 |
| 59401 | 05/15/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 28.76 |
| 59402 | 05/15/23 | Printed | | | 08159 | HILL BROTHERS CHEMICAL CO. | CHEMICALS | 6,163.44 |
| 59403 | 05/15/23 | Printed | | | 08170 | HILLS FLAT LUMBER CO | SUPPLIES | 869.77 |
| 59404 | 05/15/23 | Printed | | | 08501 | HOME DEPOT CREDIT SERVICES | SUPPLIES | 37.96 |
| 59405 | 05/15/23 | Printed | | | 08660 | HUNT AND SONS, INC. | FUEL | 480.25 |
| 59406 | 05/15/23 | Printed | | | 8661 | HYDROCOMPLIANCE | MONTHLY QSP SVC APR 2023 | 1,800.00 |
| 59407 | 05/15/23 | Printed | | | 18400 | NAPA AUTO PARTS | SUPPLIES | 243.20 |
| 59408 | 05/15/23 | Printed | | | 20092 | PAMELA BIERY-WINKS | APR 2023 PUBLIC OUTREACH | 600.00 |
| 59409 | 05/15/23 | Printed | | | 16011(2) | PELLETREAU, ALDERSON & CABRAL | LEGAL SVCS APR 2023 | 9,607.67 |
| 59410 | 05/15/23 | Printed | | | 16165 | PLACER COUNTY ENVIRONMENTAL | LANDFILL MONITORING Q3 FY 23 | 832.00 |
| 59411 | 05/15/23 | Printed | | | 16161 | PLACER COUNTY EXECUTIVE OFFICE | FIRE SVCS Q3 FY 22/23 | 19,312.50 |
| 59412 | 05/15/23 | Printed | | | 19037 | SAFE SIDE SECURITY | CORP YARD SECURITY MAY 2023 | 155.00 |
| 59413 | 05/15/23 | Printed | | | 19037 | SAFE SIDE SECURITY | WWTP SECURITY MAY 2023 | 95.00 |
| 59414 | 05/15/23 | Printed | | | 01790 | SIERRA OFFICE PRODUCTS | OFFICE SUPPLIES | 173.73 |
| 59415 | 05/15/23 | Printed | | | 20538 | TROJAN TECHNOLOGIES | WWTP SUPPLIES | 52.85 |
| 59416 | 05/15/23 | Printed | | | 21459 | URBAN RESTORATION GROUP | GRAFFITI REMOVER | 237.22 |
| 59417 | 05/15/23 | Printed | | | 21560 | US BANK CORPORATE PMT SYSTEM | STMT 4/24/23 | 6,519.00 |
| 59418 | 05/15/23 | Printed | | | 22106 | VAN GRONINGEN & ASSOCIATES | FINANCIAL SVCS APR 2023 | 5,700.00 |
| 59419 | 05/15/23 | Printed | | | 22134 | VISION QUEST | TECH SUPPORT JUNE 2023 | 3,800.00 |
| 59420 | 05/15/23 | Printed | | | 22134 | VISION QUEST | TECH SUPPORT SUPPLIES | 3,232.46 |
| 59421 | 05/15/23 | Printed | | | 22240 | VULCAN MATERIALS COMPANY | ASPHALT | 351.02 |
| 59422 | 05/15/23 | Printed | | | 23169 | WAVE BUSINESS SOLUTIONS | CITY HALL PHONE | 214.87 |
| 59423 | 05/15/23 | Printed | | | 23169 | WAVE BUSINESS SOLUTIONS | DEPOT PHONE | 18.77 |
| 59424 | 05/15/23 | Printed | | | 23169 | WAVE BUSINESS SOLUTIONS | FIRE DEPT PHONE | 37.13 |
| 59425 | 05/15/23 | Printed | | | 23206 | WECO INDUSTRIES | JETTER RPR | 743.95 |
| 59426 | 05/15/23 | Printed | | | 23301 | WESTERN PLACER WASTE | SLUDGE REMOVAL APR 2023 | 1,252.10 |

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|---|---|---|---|---|---|---|---|---|
| **US BANK Checks** | | | | | | | | |
| 59427 | 05/15/23 | Printed | | | 23450 | WINNER CHEVROLET, INC. | PW VEHICLE MAINT | 122.41 |
| 59428 | 05/15/23 | Printed | | | 23450 | WINNER CHEVROLET, INC. | PW VEHICLE RPR | 86.68 |
| 59429 | 05/15/23 | Printed | | | 23450 | WINNER CHEVROLET, INC. | PW VEHICLE RPR | 19.95 |
| 59430 | 05/16/23 | Printed | | | 19901 | T-BONE'S ISLAND BARBEQUE | PCCOA DINNER CATERING | 2,746.62 |
| 59432 | 05/24/23 | Printed | | | 01424 | ALL PRO BACKFLOW | ANNUAL BACKFLOW TESTING | 909.35 |
| 59433 | 05/24/23 | Printed | | | 01448 | AMERIGAS - COLFAX | SHERIFF STATION PROPANE | 186.94 |
| 59434 | 05/24/23 | Printed | | | 01448 | AMERIGAS - COLFAX | FIRE DEPT PROPANE | 41.75 |
| 59435 | 05/24/23 | Printed | | | 01448 | AMERIGAS - COLFAX | CITY HALL PROPANE | 395.98 |
| 59436 | 05/24/23 | Printed | | | 01500 | ANDERSON'S SIERRA | WWTP SUPPLIES | 61.27 |
| 59437 | 05/24/23 | Printed | | | 4591 | ASHLYNN SMITH | CORP YARD/CITY HALL CLEANING | 225.00 |
| 59438 | 05/24/23 | Printed | | | 03401 | CHOICE BUILDER | PREMIUMS JUNE 2023 | 782.99 |
| 59439 | 05/24/23 | Printed | | | 3425 | CINTAS | UNIFORM SVCS APR 2023 | 317.03 |
| 59440 | 05/24/23 | Printed | | | 3475 | CLARK PEST CONTROL | PEST CONTROL MAY 2023 | 508.00 |
| 59441 | 05/24/23 | Printed | | | 03482 | CLEAR PATH LAND EVOLVEMENT, | ANNUAL DAM SURVEY | 1,800.00 |
| 59442 | 05/24/23 | Printed | | | 04592 | DACOMM | WWTP INTERNET | 103.45 |
| 59443 | 05/24/23 | Printed | | | 07460 | GOLD MOUNTAIN CALIFORNIA | PW MWI JOB POSTING | 360.00 |
| 59444 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 205.81 |
| 59445 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 66.17 |
| 59446 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 16.87 |
| 59447 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 429.52 |
| 59448 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 453.21 |
| 59449 | 05/24/23 | Printed | | | 07570 | GRAINGER | WWTP SUPPLIES | 15.47 |
| 59450 | 05/24/23 | Printed | | | 08086 | HBE RENTALS | SNAKE RENTAL | 75.00 |
| 59451 | 05/24/23 | Printed | | | 08660 | HUNT AND SONS, INC. | FUEL | 432.24 |
| 59452 | 05/24/23 | Printed | | | 12209 | LIEBERT CASSIDY WHITMORE | HR LEGAL MATTER | 637.50 |
| 59453 | 05/24/23 | Printed | | | 19501 | MICHAEL RAYFIELD | LEGAL MATTER | 5,765.80 |
| 59454 | 05/24/23 | Printed | | | 14356 | NORTHERN CALIFORNIA GLOVE | PW SUPPLIES | 311.29 |
| 59455 | 05/24/23 | Printed | | | 14356 | NORTHERN CALIFORNIA GLOVE | WWTP GLOVES | 108.20 |
| 59456 | 05/24/23 | Printed | | | 14356 | NORTHERN CALIFORNIA GLOVE | PW SUPPLIES | 105.24 |
| 59457 | 05/24/23 | Printed | | | 16300 | PCWA -PLACER COUNTY | WATER | 1,129.10 |
| 59458 | 05/24/23 | Printed | | | 16035 | PG&E | ELECTRICITY | 22,486.87 |
| 59459 | 05/24/23 | Printed | | | 16192 | PLACER COUNTY DOCUMENT | ENVELOPES | 475.65 |
| 59460 | 05/24/23 | Printed | | | 16052 | PLACEWORKS | GEN PLAN/HOUSING ELEM APR 2023 | 4,523.70 |
| 59461 | 05/24/23 | Printed | | | 18193 | RECOLOGY AUBURN PLACER | 40% TEETER 2022-2023 TAX ROLLS | 3,262.10 |
| 59462 | 05/24/23 | Printed | | | 19519(2) | SOROPTIMIST | EVENT DEPOSIT REFUND | 100.00 |
| 59463 | 05/24/23 | Printed | | | 19762 | STS AUTOMATION INCORPORATED | FLOW METER | 1,859.32 |
| 59464 | 05/24/23 | Printed | | | 22114 | VERBAL JUDO INSTITUTE, INC. | STAFF TRAINING | 4,542.60 |
| 59465 | 05/24/23 | Printed | | | 22240 | VULCAN MATERIALS COMPANY | ASPHALT | 169.02 |
| 59466 | 05/24/23 | Printed | | | 23169 | WAVE BUSINESS SOLUTIONS | CORP YARD INTERNET | 64.67 |
| 59467 | 05/24/23 | Printed | | | 23169 | WAVE BUSINESS SOLUTIONS | CITY HALL INTERNET | 159.90 |
| 59468 | 05/24/23 | Printed | | | 23450 | WINNER CHEVROLET, INC. | WWTP TRUCK MAINT | 86.68 |
| 59469 | 05/24/23 | Printed | | | 23451 | WOOD RODGERS | SSMP UPDATE APR 2023 | 3,742.50 |
| 59470 | 05/24/23 | Printed | | | 23451 | WOOD RODGERS | INSTRUMENTATION SURVEY APR | 2,160.00 |
| 59471 | 05/24/23 | Printed | | | 23451 | WOOD RODGERS | WWTP CONST GRANT APR 2023 | 30,668.00 |

**Total Checks: 89** **Checks Total (excluding void checks): 243,519.73**

**Total Payments: 89** **Bank Total (excluding void checks): 243,519.73**

**Total Payments: 89** **Grand Total (excluding void checks): 243,519.73**

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Laurie Van Groningen, Finance Director
**Subject:** Annual Finance Activities

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Accept and File.

**Summary/Background**

Per City Administrative policy the City completes the following Annual Finance Activities each fiscal year:

- Annual review of Investment and Financial Policies
- Financial risk review update
- Budget update: Review of major budgeted revenue and expense categories based on current year actual data and activities.

**Annual Review of Investment and Financial Policies**

The City Administrative policies and procedures for 1) Investment Policy, and 2) Financial Policies were both adopted by Resolution No. 29-2014 in October of 2014 and stipulate that the policies will be reviewed annually as part of the budget process. The Financial Policies were revised in June 2019 – Resolution No. 18-2019 and again in June 2021 – Resolution No. 27-2021.

Staff has completed an annual review of the policies and has no recommendations for revision.

**Financial Risk Review Update**

The fiscal year 2017-2018 audit report included a recommendation for the City to include a discussion in the annual budget to identify risks with the City that could result in fraud or material misstatement of City financial statements. Staff and the City Treasurer met last month on this topic and the meeting minutes are attached. Staff did not identify any new risk areas for the City.

**Fiscal Year 2023-2024 Budget Update**

The fiscal year 2023-2024 budget was adopted as part of the biennial budget process in June 2022. Staff has reviewed the adopted budget for operating revenues and expenses for fiscal year 2023-2024. This review incorporated the trends for revenues and expenses that were identified during the current fiscal mid-year review that was just completed in February 2023 and current activity. Although we are not recommending any formal budget amendments at this time for the coming year, we are highlighting the following categories that may have adjustments as we head into the mid-year report for the 2023-2024 fiscal year.

## Operating Expenses

- Staffing
  - The timing of filling positions may create decreases in anticipated expenditures for staffing.
- Administrative Support/Contracted Services
  - The City continues to contract for Attorney Services, Finance Services, Planner Services, Building Inspector Services and Engineering Services. In addition to these ongoing functions, we have budgeted for a Grant Consultant, City newsletter editor, and branding consultants Expense estimates for Human resources and labor law assistance have also been included. Contractual services expense fluctuate based on City need and budget amounts may be impacted by:
    - Ongoing/unanticipated legal costs. During this current fiscal year, the City has incurred additional legal expenses in defense of a lawsuit and other legal matters. The adopted budget includes a contingency for additional legal expenses, but estimated expenditures are unknown at this time.
    - Increase in contracted services to fill staffing voids (this should be an offset to decreased staffing costs).
    - Expenditures for a five-year sewer rate study budgeted in fiscal year 2022-2023 will primarily be incurred in the new fiscal year due to the forecasted timeline for completion of the study which was initiated in April 2023.
  - The Sheriff contract has been renewed with a 3-year agreement that includes a 5.5% increase for the new fiscal year. The net impact for fiscal year 2023-2024 is $44k higher than the adopted budget. For the past few years, the City has received an increase in grant funds for law enforcement (ELEAS credit). This credit is not guaranteed and is generally allocated in the Fall – so the budget impact of the increased contract cost is not yet quantifiable.

## Operating Revenues

- General Fund Revenues
  - Sales and Use tax - Sales and Use tax remains the largest revenue source in the City General Fund. Since the advent of the Covid Pandemic, the City has been very conservative in the estimation of Sales and Use tax revenues. The adopted budget for new fiscal year is a conservative 3% over the current fiscal year. Due to the small size of our City, single business changes can have a significant impact on this revenue source.
  - Transient Occupancy Taxes – We anticipate exceeding the current year budget by approximately 30% and this will likely continue into the new year. Estimates were conservative and did not take into account the change in rate effective January 1, 2023.
  - Business Licenses and Building Permits - We have exceeded budget for both items in the current fiscal year. The increases appear to be a result of developer projects (nearing completion) and home improvements projects. It is not certain that these trends will continue into the next fiscal year.
  - Interest Income - After several years of decreased earnings in LAIF interest rates, we have seen steady interest rate increases that have resulted in higher interest earnings. We expect this impact to continue into the new year. This impact applies to Special Revenue Funds and Enterprise (Sewer) Funds also.

- Special Revenue Funds – Revenues
    - Preliminary estimates from PCTPA indicated that Streets and Roads Funding (Local Transportation Fund and State Transit Fund) will be as slightly higher than the adopted budget.
    - Gas Taxes and SB1 Road Maintenance funds are expected to be on budget – as forecasted by State Department of Finance statewide revenue projections.
    - No changes are expected in the Supplemental Law Enforcement Fund – the City receives an annual allocation of $100K. As mentioned in Sheriff expenses above – we may receive an additional ELEAS credit for this category consistent with recent years.
- Enterprise (Sewer) Fund Revenues
    - The adopted budget includes a 2.45% estimated increase in sewer revenues based on the previous rate study. No changes in sewer rates are anticipated until the completion of the new Rate Study which was initiated in April 2023 – anticipated completion date is December 2023.

**Attachments:**

1. City of Colfax – Investment Policy
2. City of Colfax – Financial Policy
3. Risk Assessment Review Meeting Summary Minutes – May 17, 2023

# CITY OF COLFAX
## ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: Investment Policy
Effective Date: October 8, 2014
Resolution: Resolution No. 29-2014

## SCOPE AND AUTHORITY

The purpose of this policy is to establish a prudent and systematic Investment Policy, and to organize and formalize investment-related activities.

The City's Investment Policy is authorized under the California Government Code, section 53600, et, seq.as it applies to the investment of public funds.

It is intended that this policy cover all funds and investment activities under the direct authority of the City of Colfax. Investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond, and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code Section 53600.5 concerning safekeeping of purchased securities by financial advisers, fiscal agent, or consultants. Wherever practical, investments made by a Fiscal Agent on behalf of the City will be consistent with this Policy.

## INVESTMENT OBJECTIVES

**Safety –** It is the primary duty and responsibility of the City Staff to protect, preserve and maintain cash and investments on behalf of the citizens of Colfax.

**Liquidity –** An adequate percentage of the City's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

**Yield –** Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

A. The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

**Public Trust –** All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

**Diversification –** The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

A. In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

**Prudence –** The City adheres to the "prudent person rule" which obligates a fiduciary to insure that: "...investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

## INVESTMENT STRATEGY

The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the City's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the City.

A. Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

## ALLOWABLE INVESTMENT INSTRUMENTS

The Government Code, Sections 53601, 53601.1 and 53635 shall govern the City's allowable investments, and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years. All investments of City funds shall be made in accordance with California Government Code Sections 53601, et seq. and 53635 et seq., or in accordance with California Government Code 16429.1 authorizing investments into the State Local Agency Investment Fund (LAIF). Investments will be authorized by the City Manager, City Treasurer, Finance Director or Mayor only.

## REPORTING REQUIRMENTS

City staff shall submit a quarterly investment report to the City Council. The report must be submitted to the City Manager for the agenda within 30 days following the end of the month covered by the report, and is required under Government Code Section 53646. Such report shall include at least the following information:

- Types of investments;
- Name of the institution in which funds are invested or deposited;
- Date of maturity, if applicable;
- Par and dollar amount investment for all securities;
- Percent distribution of each type of investment or deposit; current market value as of the date of the report, including source of the valuation except those under LAIF;
- Rate of interest;

- Average weighted yield of all investments;
- A statement relating the report to the City's Investment Policy; and
- A statement that there are sufficient funds to meet the City's next six months' financial obligations.

Staff shall also submit the above information annually to the external auditors.

Periodic reports shall be prepared as required by circumstances or as directed by Council. Such circumstances include, but are not limited to, notification that any City investment may be in jeopardy or a sudden and significant drop in the current market value of any City investment.

## INTERNAL CONTROLS AND GENERAL GUIDELINES

A system of internal control shall be implemented to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

Controls deemed most important include:

- The control of collusion and separation of duties;
- Custodial safekeeping of funds invested or on deposit;
- Minimizing the number of authorized Investment Officers; and
- Written documentation of procedures and transactions.

In selecting financial institutions for the deposit or investment of City funds, the City shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which City funds are deposited or invested.

A. Any deposit or investment of funds shall be in writing, signed by the City and the authorized representative of the institution.
B. All transfers must be made by authorized personnel and properly logged and documented.

City staff shall encourage peer review of the City’s investments and investment practices. In addition, the City's cash management and investment practices shall be included in any outside financial audit of the City.

An annual Cash Flow Forecast may be prepared by the City, and would be used to assist in the development of the annual operating budget for the City.

This Investment Policy shall be reviewed by the City Council on an annual basis as part of the budget process.

# CITY OF COLFAX
## ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: Financial Policies
Effective Date: June 09, 2021
Resolution: Resolution №. 27-2021
Previous Resolutions: Resolution No. 20-2019, Resolution No. 29-2014

## PURPOSE

The City of Colfax is accountable to the community for the use of public dollars. Municipal resources will be used wisely to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs.

This policy document establishes a comprehensive set of financial guidelines for the City that will assist elected officials and staff in the development of fiscal management practices and serve as a guideline for operational and strategic decision-making related to financial management of the City.

These policies will be reviewed annually as part of the budget process and amended as necessary to guide the City in maintaining its financial stability.

## GOALS AND OBJECTIVES

- Guide the City Council and management policy decisions that have significant fiscal impact
- Maintain and protect City assets and infrastructure
- Employ balanced and fair revenue policies that provide adequate funding for desired programs
- Set forth operating principles that minimize the cost of government services and minimize financial risk
- Promote sound financial management by providing accurate and timely information on the City's financial condition
- Ensure the legal use of financial resources through an effective system of internal controls
- Promote cooperation and coordination with other governments and the private sector in the financing and delivery of services
- Protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt
- Maintain appropriate financial capacity for present and future needs

## PROCEDURES AND GUIDELINES

This document discusses the most important elements of financial management in one comprehensive centralized format and is organized into the following areas of discussion:

A. Operating Budget
B. Revenues
C. Expenditures
D. Cash Management and Investments
E. Capital Financing and Debt Management
F. Fund Accounting and Reserve Fund Policies
G. Financial Reporting

## A. Operating Budget

1. The budget will be adopted by the City Council no later than June 30th of each year.
   a. The City Manager will develop and present a biennial budget.
   b. The City should strive to develop a multi-year financial plan that is updated as part of the periodic budget process.
2. A calendar of events related to budget development will be presented to City Council by April 1st of each year.
   a. Scheduled activities will encourage early involvement with the City Council and the public.
3. A balanced provisional budget will be presented to City Council for review and adoption with total projected expenditures not exceeding total estimated revenues.
   a. The budget will be developed in a way that facilitates public study and effectively communicates key economic and fiscal issues to City Council and the public.
   b. Actual revenues, expenditures, reserve balances and fund balances for the prior fiscal year and estimates for the current year will be provided.
   c. Forecasts require clearly stated assumptions. Estimations should be conservative but reasonable.
   d. The City budget must comply with the annual determination of the City's appropriations limit calculated in accordance with Article XIIIB of the Constitution of the State of California and must adopt an annual resolution to this effect.
   e. One-time revenue sources are not to be relied upon to fund ongoing operations.
   f. Should it be necessary, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
   g. A multi-year capital improvement plan should be developed so that project priorities and debt capacity can be analyzed.
4. The Finance Department will maintain a system for monitoring the City's budget performance.
   a. The City Manager will provide the City Council with a mid-year review of the City's financial activities. The review will be presented in February and compare annual budget projections with actual results.

## B. Revenues

1. The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
   a. Revenue forecasts shall be realistically estimated and based on the best information available. The City will follow a vigorous policy of collecting revenues.
   b. Trends analyzing the dependence on distinct revenue sources shall be included in the budget documents for consideration by the City Council.
2. The City will seek out, apply for, and effectively administer federal, state, and other grants that address the City's current operating and capital priorities.
   a. All potential grants will be carefully examined for matching requirements.
   b. Grants may be rejected if programs must be continued with local resources after grant funds are exhausted.
3. The City shall develop and maintain a comprehensive list of various fees and charges.
   a. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
   b. Enterprise funds will have revenues sufficient to meet all cash operating expenses, capital expenses, approved cash reserves and any debt service.
   c. Rate studies should be conducted periodically (three to five years) to ensure the proper balance of costs and service charges.
4. Economic downturns and gaps in cash flow will be addressed as soon as recognized.
   a. Council must approve inter-fund loans, except for short-term working capital loans.
      i. Short-term inter-fund loans for working capital to provide cash for Council-approved reimbursable grants and projects, are permitted.
      ii. Short-term working capital loans are also permitted for temporary (less than one year) timing differences in cash flows when expenditures are incurred before revenue is collected.
      iii. Interfund loans will not be used to solve ongoing structural budget issues and will not hinder the accomplishment of any function or project for which the lending fund was established.
   b. Deficit financing and borrowing to support on-going operations is not the policy of the City as a response to long-term revenue shortfalls
      i. Revenue forecast will be revised and expenses will be reduced to conform to the revised long-term forecast
      ii. Revenue increases will be considered as appropriate.
5. The City will review contracts and leases, which result in revenues to the City on a timely basis in order to provide for careful evaluation by the City Council.

## C. Expenditures

1. The City will propose operating expenditures, which can be supported from ongoing revenues.
   a. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years.

   b. The City will invest in technology and other efficiency tools to maximize productivity
   c. The City will hire additional staff only after the need of such positions has been demonstrated and documented.
   d. The City will strive to pay competitive market level compensation to its employees.
   e. All compensation planning and collective bargaining will focus on the total cost of compensation, which includes salary, health care benefits, paid leave, pension contribution and other benefits.
2. The City will maintain expenditure categories according to state statute and administrative regulation.
3. Costs of service will be budgeted and charged to the fund performing the service. Cost allocation methodology will be reviewed and approved in the annual budgeting process.

## D. Cash Management and Investments

1. The City's investment policy will be reviewed annually as part of the budget process.
2. The responsibility of investing City funds rests with the City Manager and Finance Director who are to exercise due diligence to adhere to the investment policy. Quarterly (or more frequent) reports will be provided to City Council presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.
3. Investments shall be made in conformance with the City's investment policy with the primary objectives of:
   a. Preservation of Capital and protection of Principal
   b. Maintenance of sufficient liquidity to meet operating needs
   c. Security of City Funds and investments
   d. Maximization of return on the portfolio

## E. Capital Financing and Debt Management

1. The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.
2. Major capital improvement projects will be funded using the most financially prudent method available.
   a. The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
3. The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council. The City will diligently monitor its compliance with bond covenants.
4. The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long term debt.
5. The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.

## F. Fund Accounting and Reserve Fund Policies

1. The City will use Governmental Accounting Standards Board (GASB) definitions of fund balance for the annual financial reports (audits) and for all other financial reporting.
2. Fund Descriptions are as follows:
    a. Governmental Funds
        i. General Fund – The General Fund is the primary operating fund of the City. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
        ii. Special Revenue Funds – Used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute or other local ordinance to finance particular governmental functions or activities.
        iii. Capital Projects Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays
        iv. Debt Service Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future year's payments.
    b. Business Activity Funds
        i. Enterprise Funds (Sewer) – Used to account for the operations of self-supporting governmental activities that render services or goods to the public.
            1. The intent of the City is that the costs of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.
3. The City will maintain Reserve Fund Balances in an effort to stabilize the City's fiscal base for unpredictable fluctuations in major revenues, protect against reducing service levels or raising taxes and fees due to revenue shortfalls or unpredicted one-time expenditures, and provide for innovative opportunities for the betterment of the community.
    a. General Fund Revenue Reserve – The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The City target is to maintain an unrestricted fund balance of 25% of annual operating expenditures for the fiscal year. This target will:
        i. Provide liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
        ii. Provide approximately three (3) months of operating expenses,
        iii. Adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unrestricted fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.
        iv. Provide liquidity to respond to contingent liabilities.
    b. Sewer Revenue Reserve – The City target is to maintain a fund balance reserve of 25% of annual operating expenditures for the fiscal year. This target will:
        i. Provide approximately three )3) months of operating expenses.
    c. General or Sewer Fund revenues remaining at the end of the City's fiscal year, unless encumbered, will be allocated to the revenue reserves.
        i. Additional reserve funds may be established by the City Council based on recommendation of the City Manager such as:
            1. Capital Improvement Reserve

2. Equipment Reserves
3. Community Fund Reserve

d. City Council action is required for appropriation of reserves (except replacement reserves).

## G. **Financial Reporting**

1. The City's accounting and financial reports are to be maintained in conformance with Generally Accepted Accounting Practices (GAAP) as applied to governmental units.
2. An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion and will present the audit report and discuss audit findings to the City Council. The City encourages the rotation of audit service providers on a periodic basis.
3. A fiscal impact statement will be provided in each staff report submitted to the City Council as part of the City Council agenda process.
4. The City has established Capitalization thresholds as follows:
   a. Land purchases at any value
   b. Equipment - $5,000
   c. Buildings and facility improvements - $25,000
   d. Infrastructure - $100,000
5. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.

# Risk Assessment Review Meeting

May 17, 2023
11:30 am
Colfax City Hall

## Meeting Summary Minutes

**Attendees:**

| | |
|---|---|
| Heathcock, Wes | City Manager |
| Ryan, Tim | City Treasurer |
| Stahl, Shanna | Administrative Analyst |
| Van Groningen, Laurie | Finance Director |

*This meeting was held at City Hall on Wednesday, May 17, 2023.*

**Risk Assessment Process:** It was recommended in previous financial audit reports that the City expand its annual budget process to include a formal risk assessment process to identify risks within the City that could result in fraud or material misstatement of the financial statements, and then implementation of internal controls to mitigate those identified risks.

City staff has established the practice of meeting at least once annually to address and monitor this topic. This process is a tool to effectively identify areas of fraud risk within the organization and with a focus on the review of potential fraud schemes and the internal controls in place to prevent or detect those schemes.

At this meeting the following was reviewed:

- Reviewed list of "indicators" of financial stress (internet research) that could indicate fraud or misstatement of financials in an organization:
  - Not paying vendors timely
  - Not making loan payments
  - Allowing customers to remain delinquent
  - Weak or non-existent accounting practices
  - Exorbitant salaries
  - Misuse or lack of competitive bidding process
  - Making loans without expectation of payback
  - Related party transactions
  - Personal use of City assets
  - Falsification of public records
  - Absence of Management Reviews/Oversight on financial transactions
  - Inadequate or missing records

- Conducted a brainstorming session to review any City risk areas for fraud or material misstatement.
    - The primary way to prevent fraud is to reduce opportunities for fraud to occur.
- Discussed existence of current policies, procedures, and training to minimize fraud and/or misstatement of City Financials:
    - Whistleblower Policy,
    - Administrative Policies and Procedures
    - Investment Policy.
    - Employee Handbook (code of conduct)
    - Anonymous complaint process
    - Ethics Training
    - Form 700 Reporting
    - Cyber Security Training program for all staff and consultants (new)
    - Segregation of duties and multiple levels of review in financial processes
    - Annual Audit process which includes staff and council risk interviews.
- Reviewed FY2023 Activity of attempted fraud against the City
    - Instituted cyber security training program for all staff and consultants

**SUMMARY**

Staff did not identify any new risk areas for the City. Staff consensus is that current policies, procedures, training and oversight are adequate to reduce any opportunities for fraud within City operations or misstatement of City Financials. This report will be presented for information to the City Council at the regularly scheduled meeting on June 14, 2022.

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Wes Heathcock, City Manager
**Subject:** Shady Glen Sewer Consolidation CWSRF Planning Grant Application

***Budget Impact Overview:***

| N/A: | Funded: √ | Un-funded: | Amount: $41,600 | Fund(s): 560 & 561 |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Adopt Resolution __-2023 authorizing the City Manager or designee to to execute a professional services agreement with Wood Rodgers to prepare two Clean Water State Revolving Planning Grant Applications for the consolidation of the Shady Glen Mobile Home Park wastewater system with the City of Colfax wastewater system in an amount not to exceed $41,600.

**Summary/Background**

On March 7, 2023, the City of Colfax (City), through the City Manager, provided the Central Valley Regional Water Quality Control Program (Regional Board) with a letter of intent to consolidate the Shady Glen Mobile Home Park (Shady Glen) wastewater system into the City of Colfax's wastewater system (Project). Subsequently, on May 16, 2023, a representative for the Shady Glen Community submitted an equivalent letter of intent. The attached letters of intent were for the purpose of formally notifying the Regional Board that both communities intend to proceed with the consolidation and apply for Clean Water State Revolving Fund (CWSRF) grants to complete the project(s).

Shady Glen is a community of 112-120 mobile homes and a few other facilities that rely on a sewer collection system, a package wastewater treatment plans (WWTP), wastewater ponds, and spray fields to treated and dispose of its sewage. The community is located approximately 1.5 miles north of Colfax, along State Route 174. While the WWTP currently complies with State regulations and is permitted by the Central Valley Regional Control Board (General Order WQ 2014-0153-DWQ), the WWTP is aging and will require costly upgrades.

In the process of ownership transfer of the Shady Glen Community, the Regional Board and Shady Glen representatives approached the City in early 2023 about consolidating all or portions of their wastewater infrastructure into the City. Upon review by staff, it was determined that the City could accept the requested consolidation. The Regional Board offered to fund the consolidation with planning and construction grants committed to each community. To convey sewer demand from Shady Glen to the City, the Regional Board proposed grant funding up to $14 million in favor of the Shady Glen Community. For the City make any needed upgrades to its facilities to accept this sewer demand, the Regional Board proposed grant funding up to $41 million in favor of the City.

**Planning Grant Application Resources**

Because Shady Glen and the City must formally apply for the stated grant funds, City staff reached out to Wood Rodgers, a multi-discipline engineer firm, to assist with the process on behalf of both communities. Wood Rodgers has provided, and it is currently providing, an assortment of wastewater support services to the City. Most recently, Wood Rodgers assisted the City in obtaining a $6 million CWSRF grant to construct a solar power generation system at its WWTP, construct an algae control system at the WWTP, and rehabilitate the

City's wastewater collection system. Subsequently, Wood Rodgers prepared or managed design, and is currently managing construction, of those projects. Wood Rodgers staff is intimately familiar with the City's sewer system and WWTP, and they are well qualified to assist the City with this new consolidation Project. The Regional Board has confirmed that the City and Shady Glen may contract with Wood Rodgers to provide all engineering services necessary to plan for and complete the Project.

At City staff's request, Wood Rodgers prepared the attached proposal to prepare two CWSRF Planning Grant Applications on behalf of both Shady Glen and the City. In anticipation for and to help both communities understand the entire scope of work, Wood Rodgers' proposal explains what they can expect the Project to entail, from planning through to construction. To round out the team with all necessary expertise, Wood Rodgers will partner with two other engineering firms. Nexgen Utility Management will provide engineering for decommissioning and demolition of the Shady Glen WWTP, and for any upgrades to the City's WWTP. ECS Engineering will provide electrical design services to support Wood Rodgers' and Nexgen's efforts.

## Findings and Conclusions

The City requested a proposal from Wood Rodgers to assist the City in the preparation of CWSRF Planning Grant Applications for Shady Glen and the City. Wood Rodgers' proposal for $41,600 is attached to this staff report. The applications will identify the scope of work and funding required to complete all planning tasks for the Project. Included in Wood Rodgers' proposal, is a preliminary scope of work, based on their knowledge and experience with similar projects, for both the planning and construction engineering services. Once the planning application is complete, City staff will request that Wood Rodgers formalize their planning scope and costs for consideration for an amendment to add those services so that the City can complete the planning process with the grant funding identified in the Planning Grant Applications.

## Fiscal Impacts

The City will fund the application process through its Wastewater Funds, 560 and 561. If and when the City obtains the CWSRF grant funds, the Regional Board will reimburse the City for the actual cost to prepare the Planning Grant Application.

**Attachments:**

1. Resolution __-2023
2. City of Colfax Letter of Intent
3. Shady Glen Mobile Home Park Letter of Intent
4. Wood Rodgers Consultant Agreement
5. Wood Rodgers CWSRF Grant Application Proposal

# City of Colfax
## City Council

Resolution № __-2023

AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH WOOD RODGERS TO PREPARE TWO CLEAN WATER STATE REVOLVING FUND PLANNING GRANT APPLICATIONS FOR THE CONSOLIDATION OF THE SHADY GLEN MOBILE HOME PARK WASTEWATER SYSTEM WITH THE CITY OF COLFAX WASTEWATER SYSTEM IN AN AMOUNT NOT TO EXCEED $41,600

**WHEREAS,** The City of Colfax (City) and the Shady Glen Mobile Home Park (Shady Glen) have agreed to partner on a wastewater consolidation project that will redirect Shady Glen's wastewater to the City's wastewater collection system; and,

**WHEREAS,** The Central Valley Regional Water Quality Control Program (Regional Board) has offered to provide Clean Water State Revolving Fund (CWSRF) grants to both communities to complete the wastewater consolidation project; and,

**WHEREAS,** The City and Shady Glen are required to submit Planning Grant Applications to the Regional Board to obtain planning grant funding for the purpose of preparing studies and improvement plans to complete design of the wastewater consolidation project; and.

**WHEREAS,** Wood Rodgers Inc. presented the City with a proposal, including scopes of work and costs, to complete two Planning Grant Applications; one on behalf of the City and the other on behalf of Shady Glen, for $20,800 each.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax authorizes the City Manager to execute a professional services agreement with Wood Rodgers to prepare two Clean Water State Revolving Fund Planning Grant Applications for the consolidation of the Shady Glen Mobile Home Park wastewater system with the City of Colfax wastewater system in an amount not to exceed $41,600.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

_____
**Trinity Burruss, Mayor**

**ATTEST:**

_____
**Marguerite Bailey, City Clerk**

CITY OF COLFAX CALIFORNIA

March 7, 2023

Dania Jimmerson, P. E.
WRCE, Wastewater Consolidation Program
Central Valley Regional Water Quality Control Program
11020 Sun Center Drive, Suite 200
Rancho Cordova, CA 95670-6114

Subject: Letter of Intent of Consolidation between Receiving Wastewater System and Subsuming Wastewater System

Dear Ms. Jimmerson:

The City of Colfax (City) was contacted in early 2023 regarding a wastewater system consolidation project between Shady Glen Mobile Home Park (SGMHP) and the City.

The City's understanding of the wastewater system consolidation project is as follows:

- SGMHP wastewater flow would be conveyed to the City wastewater conveyance system;
- Sewage flows would be finally treated at the City's wastewater treatment facility;
- Funding for City connection fees will be borne by the project;
- Funding for required upgrades in the conveyance and treatment process would be borne by the project.

This Letter of Intent memorializes the City's understanding, support and interest in pursuing the wastewater consolidation projects with the State and SGMHP. No part of this letter shall be construed to commit and/or legally bind the City to provide any utility service to any individual or entity. The City's capacity to provide wastewater service shall be prioritized as follows:

1. First and foremost, existing customers;
2. Future customers within existing City limits;
3. Future customers identified in the City's General Plan;
4. All other future customers;

It is understood that the City will make a good faith effort to work with the State and SGMHP to advance the wastewater consolidation project into the Engineering and Feasibility/CEQA/Rate studies phase. At the conclusion of the project studies, there is a possibility that the project(s) are deemed infeasible or the parties decide to not move forward with the project(s).

Should you have any questions, please feel free to contact me at 530-346-2313 or via email at wes.heathcock@colfax-ca.gov.

Sincerely,

Wes Heathcock
City Manager

16 May 2023

**Sirichad Tara Ouitavon**
Senior WRCE, Safe and Affordable Funding for Equity and Resilience, Northern Engagement Unit

**Dania Jimmerson. P.E.**
WRCE. Wastewater Consolidation Program
Central Valley Regional Water Quality Control Board
11020 Sun Center Drive Suite 200
Rancho Cordova, CA 95670-6114

**Subject:** Letter of Intent of Consolidation between Receiving Water System and Subsuming Water System.

Dear Ms. Ouitavon and Ms. Jimmerson

Shady Glen Mobile Home Park is a 120 Mobile Home Park providing housing for residents with an MHI of S41,476. The current water supply system in an on-site well subject to drought and constant maintenance and repairs causing frequent water shut-offs to the residents in the park. The current waste water treatment is handled with an aged, on-site water treatment plant that is subject to costly upgrades to remain compliant with the state.

We contacted the City of Colfax earlier this year regarding waste water consolidation and they responded positively. We are fully in favor of the consolidation of our water and waste water with the City of Colfax.

Please help Shady Glen Mobile Home Park get the funds to complete these consolidations.

Thank you.

Adriana Smith
Shady Glen Mobile Home Park

916-467-2248

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# AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this **15th** day of **June, 2023** by and between the City of Colfax, a municipal corporation of the State of California ("City") and **Wood Rodgers Inc.** (“Consultant").

## RECITALS

A. The City desires to retain Consultant to provide the Services set forth in detail in Exhibit A hereto (the "Services") subject to the terms and conditions of this Agreement.

B. Consultant is duly licensed and sufficiently experienced to undertake and perform the Services in a skilled and workmanlike manner and desires to do so in accordance with the terms and conditions of this Agreement.

Now, therefore, in consideration of the mutual covenants, promises and conditions set forth in this Agreement, the City and Consultant agree as follows:

## Section 1. Services

Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish and perform all of the Services described in detail in Exhibit A hereto and incorporated herein by this reference (the "Services") to the satisfaction of the City. Consultant shall not perform any work exceeding the scope of the Services described in Exhibit A without prior written authorization from the City.

## Section 2. Time of Completion.

Consultant's schedule for performance of the Services is set forth in Exhibit A hereto which is incorporated herein by this reference. Consultant shall commence performance of the Services promptly upon receipt of written notice from the City to proceed. Performance of the Services shall progress and conclude in accordance with the schedule set forth in Exhibit A. During the performance of the Services, Consultant shall provide the City with written progress reports at least once each month and at such additional intervals as City may from time to time request.

## Section 3. Compensation.

A. Except as may otherwise be provided in Exhibit A or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least:

   i. the date of performance of each of the Services,

ii. identification of the person who performed the Services,
iii. a detailed description of the Services performed on each date,
iv. the hourly rate at which the Services on each date are charged,
v. an itemization of all costs incurred and
vi. the total charges for the Services for the month invoiced.

As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all-inclusive compensation that shall not exceed the amount as detailed in Exhibit A except pursuant to an authorized written change order issued pursuant to Section 15 of this Agreement before the Services requiring additional compensation are performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City's staff.

B. The Consultant's compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment, and services incurred by the Consultant and used in carrying out or completing the Services. Payments shall be in accordance with the payment schedule established in Exhibit A or elsewhere in this Agreement or its exhibits.

C. The City shall have the right to receive, upon request, documentation substantiating charges billed to the City pursuant to this Agreement. The City shall have the right to perform an audit of the Consultant's relevant records pertaining to the charges.

D. Any Services performed more than sixty (60) days prior to the date upon which they are invoiced to the City shall not be compensable.

**Section 4. Professional Ability; Standard of Quality.**

City has relied upon the professional training and ability of Consultant to perform the Services described in Exhibit A as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All Services performed by Consultant under this Agreement shall be in a skillful, workmanlike manner in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

**Section 5. Indemnification.**

Consultant shall hold harmless and indemnify, including without limitation the cost to defend, the City and its officers, officials, employees, and volunteers from and against any and all claims, demands, damages, costs or liability that arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, any sub-consultant, anyone directly or indirectly employed by them, or anyone they control in the performance of the Services. This indemnity does not apply to liability for damages or loss, arising from the sole negligence, active negligence, or willful misconduct or material defects in design by

the City or its agents, servants, employees or independent contractors other than Consultant who are directly responsible to the City, or arising from the passive negligence of the City, its officers, agents, employees or volunteers, unless caused in part by Consultant. City agrees that in no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault unless otherwise allowed by California Civil Code Section 2782.8, as amended.

**Section 6. Insurance.**

Without limiting Consultant's indemnification obligations provided for above, Consultant shall take out before beginning performance of the Services and maintain at all times during the life of this Agreement policies of insurance at least as broad as the following, with insurers possessing a Best rating of not less than A. Consultant shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of the Consultant has also been obtained by the subcontractor.

A. Workers' Compensation Coverage. Workers' Compensation insurance as required by the State of California, with statutory limits, and Employer's Liability Insurance with limits of no less than $1,000,000.00 per accident for bodily injury or disease. In the alternative, Consultant may rely on a self-insurance program to meet its legal requirements as long as the program of self-insurance complies fully with the provisions of the California Labor Code. Consultant shall also require all subcontractors, if such are authorized by the City, to similarly provide Workers' Compensation insurance as required by the Labor Code of the State of California for all of the subcontractor's employees. All Workers' Compensation policies shall be endorsed with the provision that the insurance shall not be suspended, voided, or cancelled until thirty (30) days prior written notice has been provided to City by the insurer. The Workers' Compensation insurance shall also contain a provision whereby the insurance company agrees to waive all rights of subrogation against the City and its elected or appointed officials, officers, agents, and employees for losses paid under the terms of such policy which arise from the Services performed by the insured for the City.

B. Commercial General Liability Coverage (CGL). Commercial general liability insurance covering CGL on an "occurrence" basis, including products and completed operations, bodily injury, personal injury and advertising injury, and property damage insurance for all activities of the Consultant and its subcontractors, if such are authorized by the City, arising out of or in connection with the Services. The insurance shall be written on the most recent Insurance Services Office (ISO) form and include a broad form comprehensive general liability endorsement. The insurance shall be in an amount of not less than $1,000,000.00per occurrence. General liability coverage written on a claims-made basis shall not be acceptable absent prior written authorization from the City.

C. Automobile Liability Coverage. Automobile liability insurance written on the most

recent Insurance Services Office (ISO) form covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than $1,000,000.00 combined single limit for each occurrence.

D. Policy Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following provisions:

1. The City, and its elected or appointed officials, employees and agents shall be named as insureds or additional insureds with regard to damages and defenses of claims arising from activities performed by or on behalf of the Consultant.

2. The insurance afforded by each policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limits of liability.

3. The insurance shall be primary insurance as respects the City and its elected or appointed officers, officials, employees and agents. Any other insurance maintained by the City or its elected or appointed officers, officials, employees, agents or volunteers shall be in excess of this insurance and shall not contribute with it.

4. The insurance shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been provided to the City.

5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, or agents.

E. Professional Liability Coverage. If required by the City, Consultant shall also take out and maintain professional liability, errors and omissions insurance in an amount not less than $1,000,000.00. The professional liability insurance policy shall be endorsed with a provision stating that it shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days written notice has been provided to the City.

F. Insurance Certificates and Endorsements. Prior to commencing the Services under this Agreement, Consultant shall submit to the City documentation evidencing the required insurance signed by the insurance agent and the companies named. This documentation shall be on forms which are acceptable to the City and shall include all required endorsements and verify that coverage is actually in effect. This Agreement shall not be effective until the required insurance forms and endorsements are submitted to and approved by the City. Failure to provide these forms within the time period specified by City may result in the award of this

Agreement to another Consultant should the City, in its sole discretion, decide to do so. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

G. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City.

H. Termination of Insurance. If the City receives notification that Consultant's insurance will be suspended, voided, cancelled or reduced in coverage or in limits, and if the Consultant does not provide for either the reinstatement of that insurance or for the furnishing of alternate insurance containing all of the terms and provisions specified above prior to the termination of that insurance, City may either terminate this Agreement for that breach, or City may secure the required insurance to satisfy the conditions of this Agreement and deduct the cost thereof from compensation which would otherwise be due and payable to the Consultant for Services rendered under the terms of this Agreement.

**Section 7. Subcontracts**.

Consultant may not subcontract any portion of the Services without the written authorization of City. If City consents to a subcontract, Consultant shall be fully responsible to the City and third parties for all acts or omissions of the subcontractor to which the Services or any portion thereof are subcontracted. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor, nor shall it create any obligation on the part of the City to pay or cause the payment of any monies due to any such subcontractor except as otherwise is required by law.

**Section 8. Assignment**.

Consultant shall not assign any right or obligation under this Agreement without the City's prior written consent. Any attempted assignment of any right or obligation under this Agreement without the City's prior written consent shall be void.

**Section 9. Entire Agreement.**

This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

**Section 10. Jurisdiction.**

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction over any litigation arising from this Agreement shall be in the Superior Court of the State of California with venue in Placer County, California.

**Section 11. Suspension of Services.**

Upon written request by Consultant, City may suspend, in writing, all or any portion of the Services if unforeseen circumstances beyond the control of the City and Consultant make normal progress of the Services impossible, impractical, or infeasible. Upon written City approval to suspend performance of the Services, the time for completion of the Services shall be extended by the number of days performance of the Services is suspended.

**Section 12. Termination of Services.**

City may at any time, at its sole discretion, terminate all or any portion of the Services and this Agreement upon seven (7) days written notice to Consultant. Upon receipt of notice of termination, Consultant shall stop performance of the Services at the stage directed by City. Consultant shall be entitled to payment within thirty (30) days for Services performed up to the effective date of termination. Consultant shall not be entitled to payment for any Services performed after the receipt of the notice of termination unless such payment is authorized in advance in writing by the City.

Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, or should Consultant violate any of the terms and conditions of this Agreement, City may terminate this Agreement by providing Consultant with seven (7) days written notice of such termination. The Consultant shall be compensated for all Services performed prior to the date of receipt of the notice of termination. However, the City may deduct from the compensation which may be owed to Consultant the amount of damage sustained or estimated by City resulting from Consultant's breach of this Agreement.

Consultant's obligations pursuant to Sections 5 and 6 of this Agreement shall survive termination and continue in effect for as long as necessary to fulfill the purposes of Sections 5 and 6.

**Section 13. Independent Contractor.**

Consultant shall in all respects be an independent contractor and not an agent or employee of City. Consultant has and shall retain the right to exercise full control and supervision of the means and methods of performing the Services. Consultant shall receive no premium or enhanced pay for Services normally understood as overtime; nor shall Consultant receive holiday pay, sick leave, administrative leave or pay for any other time not actually expended in the performance of the Services. It is intended by the parties that Consultant shall not be eligible for benefits and shall receive no compensation from the City, except as expressly set forth in this Agreement. Consultant shall submit completed W -9 and Report of Independent Contractor forms upon execution of this Agreement and prior to the payment of any compensation hereunder.

**Section 14. Ownership of Documents.**

Within thirty (30) days after the Consultant substantially completes performance of the Services, or within thirty (30) days after the termination of this Agreement, the Consultant shall deliver to the City all files, records, materials and documents drafted or prepared by Consultant's in the performance of the Services. It is expressly understood and agreed that all such files, records, materials, and documents are the property of the City and not the property of the Consultant. All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of performing the Services shall become the sole property of the City upon payment to Consultant for the Services, and the City shall have the exclusive right to use such materials in its sole discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and writings to City or any party the City may designate, upon written request. Consultant may keep file copies of all documents prepared for City. Use of any such documents by the City for projects that are not the subject of this Agreement or for purposes beyond the scope of the Services shall be at the City's sole risk without legal liability or expense to Consultant.

**Section 15. Changes and/or Extra Work.**

Only the City Council may authorize extra and/or changed Services, modification of the time of completion of the Services, or additional compensation for the tasks to be performed by Consultant. Consultant expressly recognizes that other City personnel are without authorization to order extra and/or changed Services or to obligate the City to the payment of additional compensation. The failure of Consultant to secure the prior written authorization for such extra and/or changed Services shall constitute a waiver of any and all right to adjustment in the contract price due to such unauthorized Services, and Consultant thereafter shall not be entitled to any compensation whatsoever for the performance of such extra or changed Services. In the event Consultant and City agree that extra and/or changed Services are required, or that additional compensation shall be awarded to Consultant for performance of the Services under this Agreement, a supplemental agreement providing for such compensation shall be prepared and shall be executed by the Consultant and the necessary City officials before the extra and/or changed Services are provided.

**Section 16. Compliance with Federal, State and Local Laws.**

Consultant shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules and regulations affecting the Services, including without limitation laws requiring licensing and prohibiting discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other prohibited bases. City shall not be responsible or liable for Consultant's failure to comply with applicable laws, statutes, ordinances, rules, or regulations.

**Section 17. Retention of Records.**

Consultant and any subconsultants authorized by the terms of this Agreement shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the Services, and Consultant shall make such documents available for review and/or audit by City and City's representatives at all reasonable times during performance of the Services and for at least four (4) years after completion of the Services and/or termination of this Agreement.

**Section 18. Alternative Dispute Resolution**

A. Before resorting to mediation, arbitration or other legal process, the primary contacts of the parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any party desiring to meet and confer shall so advise the other party pursuant to a written notice. Within 15 days after provision of that written notice by the party desiring to meet and confer, the primary contacts for each party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any party to this Agreement shall have the right to invoke the mediation process provided for in the subparagraph B below.

B. Subject to the provisions of subparagraph A, any dispute that remains unresolved after the meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Sacramento Office of the Judicial Arbitration and Mediation Service ("JAMS"). If within five days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process. Additionally, to expedite the resolution of any dispute that is not resolved by mediation, the parties agree to each bring to the neutral mediation a list of at least five neutral arbitrators, including their resumes, whose availability for an arbitration hearing within 30 days after the mediation has been confirmed.

C. If mediation is unsuccessful, before the mediation concludes, the parties shall mediate the selection of a neutral arbitrator to assist in the resolution of their dispute. If the parties are unable to agree on an arbitrator, the parties agree to submit selection of an arbitrator to the mediator, whose decision shall be binding on the parties. In that case, the mediator shall select a neutral arbitrator from the then active list of retired judges or justices at the Sacramento Office of the JAMS. The arbitration shall be conducted pursuant to the provisions of the California Arbitration Act, sections 1280-1294.2 of the California Code of Civil Procedure. In

such case, the provisions of Code of Civil Procedure Section 1283.05 and 1283.1 shall apply and are hereby incorporated into this Agreement.

D. This section 18 shall survive the termination or expiration of this Agreement. If there is no Sacramento office of JAMS, then the office of JAMS closest to the City shall be used instead of a Sacramento office.

**Section 19. Severability.**

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by an arbitrator or by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual written consent of the parties.

**Section 20. Entire Agreement; Amendment**.

This Agreement, including all exhibits hereto, constitutes the complete and exclusive expression of the understanding and agreement between the parties with respect to the subject matter hereof. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement. This Agreement may be amended or extended from time to time only by written agreement of the parties hereto.

**Section 21. Time of the Essence.**

Time is of the essence in the performance of the Services. The Consultant will perform its Services with due and reasonable diligence consistent with sound professional practices and shall devote such time to the performance of the Services as may be necessary for their timely completion.

**Section 22. Written Notification.**

Except as otherwise specified in this Agreement, any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by first class mail, postage prepaid and addressed as follows. Either party may change its address by notifying the other party in writing of the change of address. Notice shall be deemed communicated within two business days from the time of mailing if mailed within the State of California as provided in this Section.

If to City: City of Colfax
33 S. Main Street
Colfax, CA 95713

If to Consultant: Wood Rodgers, Inc.

3301 C Street, Building 100 B
Sacramento, CA 95816-3342

**Section 23. Execution.**

This Agreement may be executed in original counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one original counterpart is signed by both parties hereto. In proving this Agreement, it shall not be necessary to produce or account for more than one such counterpart. In accordance with applicable law, the Parties may execute this Agreement by electronic signature and, if they do so, an electronic signature and this Agreement will have same legal validity and enforceability as a manually executed signature and agreement.

**Section 24. Successors.**

This Agreement shall be binding on and inure to the benefit of the respective parties hereto except to the extent of any contrary provision in this Agreement.

**Section 25. Attorney's Fees.**

If any party to this Agreement commences legal proceedings to enforce any of its terms or to recover damages for its breach, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, and the expenses of expert witnesses, including any such fees costs and expenses incurred on appeal.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the day first above written:

| CITY | | CONSULTANT | |
|---|---|---|---|
| Signature: | _____ | Signature: | _____ |
| Printed Name: | _____ | Printed Name: | _____ |
| Title: | _____ | Title: | _____ |
| Date: | _____ | Date: | _____ |

APPROVED AS TO FORM:

_____
City Attorney

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WOOD RODGERS

May 30, 2023

Mr. Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA 95713

**RE: Shady Glen and City of Colfax Sewer System Consolidation Project**
**State Water Resources Control Board, Clean Water State Revolving Funds**
**Professional Services Proposal**

Dear Wes:

We are respectfully submitting this proposal for the subject project which is based upon the anticipated scope of work to prepare two Clean Water State Revolving Fund (CWSRF) planning grant applications to the State Water Resources Control Board (SWRCB). While this proposal provides costs to prepare the grant application, the scope outline includes the effort that we believe the City, the Shady Glen Community and Wood Rodgers can expect with full Wood Rodgers' services from engineering studies, engineering designs, construction support and other items of work as described below.

The City of Colfax is working with the SWRCB and the Shady Glen Community to obtain planning and construction grant funds for the purpose of consolidating the Shady Glen Community's sewer system and wastewater treatment plans (WWTP) into the City of Colfax sewer collection system and WWTP. Shady Glen is an unincorporated community of approximately 112 mobile homes located about 1.5 miles north of Colfax along State Route 174. The Community currently owns, operates, and is served by a package WWTP that consists of an aeration system, clarifying/storage ponds, and sprinkler/drip irrigation for post treated water disposal. The WWTP operates under a Central Valley Regional Water Quality Control Board permit, General Order WQ 2014-0153-DWQ. The State has offered to fund 100% of the cost of the consolidation through CWSRF. There will be two grant funds; one for Shady Glen with amounts up to $14 million; and one for the City of Colfax with amounts up to $41 million.

The exact scope of the projects is not known at this time since studies are needed to identify all of the component needed to complete the consolidation; however, this proposal provides broad assumptions about the scope of work based upon our experience providing our professional engineering services for similar projects in Colfax and other communities. The studies described herein will be used to finalize the scope of work and will become the basis for all improvement needed to complete the consolidation.

It is anticipated that the project will span five or more years due to its complexity and the funding framework. While Task 1, Planning Grant Application, will be completed and submitted to the SWRCB within a few months, experience suggests that approval of the grant will take as long as one year. Upon grant approval, we expect studies and design to take at least one year. While design is ongoing, CEQA adoption then a Construction Grant Application will be prepared and submitted to the SWRCB. As with the Planning Grant Application, experience suggests that the Construction Grant Application will take as long as one year for approval. For simple upgrades to the City's WWTP, project bidding to construction completion will take at least one year. If WWTP upgrades are extensive, then construction could last one or two years longer. Based on this timeframe assumption, we expect the entire project to span five or more years.

Wood Rodgers will enlist a team of engineers from within our organization and outside to ensure that all aspects of the projects are managed and design by professionals competent in every aspect of the project.

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Based on our understanding of the project scope, the Wood Rodgers team will include Nexgen Utility Management (Nexgen) for wastewater treatment plant related aspects, and ECS for electrical engineering related aspects. Nexgen and ECS are currently providing engineering service through Wood Rodgers for the City's WWTP Algae Reduction project. Wood Rodgers can provide all other services, including project management, application preparation, studies and report coordination and preparation, CEQA/NEPA documentation and coordination, geotechnical analysis, land survey, pump station and collection system design, bidding and support during construction.

The Wood Rodgers team will not provide construction management or inspection services during construction but will manage construction billing, change orders and other aspects related to contract administration. It is expected that the City will manage finance related activities between the City and the SWRCB.

Because this proposal for the professional services outlined does not include cost beyond preparation of two Planning Grant Applications, an amendment to this proposal will be necessary to adjust the scope to include the next phases of work. A brief list of key project components, from the CWSRF funding applications, to study, design and construction follows, with details of each component provided on the next pages. Generally, the list is ordered from first item of work to last.

- Prepare Shady Glen CWSRF planning grant application and obtain planning grant funds.
- Prepare City of Colfax CWSRF planning grant application and obtain planning grant funds.
- Complete Shady Glen studies to develop the basis of design. These studies will likely address the following issues.
    - Mapping (as necessary) of Shady Glen's sewer system and WWTP.
    - Condition assessment of gravity conveyance system, including house services.
    - Identification of current and future sewer demands.
    - Identify location and size of new pump station conveying sewage to City of Colfax.
    - Identify extent of decommissioning/demolition of WWTP.
- Prepare financial impact study of Shady Glen connection and ongoing costs.
- Complete City of Colfax studies to develop the basis of design. These studies will likely address the following issues.
    - Location and demand of Shady Glen sewer discharge to the City of Colfax sewer system.
    - Collection system upgrades needed to support new sewer flows from Shady Glen.
    - City WWTP upgrades needed to support new sewer flows from Shady Glen.
- Prepare improvement plans for Shady Glen (likely a single plan set).
- Prepare improvement plans for City of Colfax (likely two plan sets, one for collection system improvements and one for WWTP improvements).
- Prepare environmental technical studies and CEQA/NEPA documentation.
- Prepare CWSRF construction grant application and obtain construction grant funds for both projects.
- Prepare bid packages and manage bidding and award.
- Manage and provide engineering, geotechnical and environmental construction support

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## Scope of Work

The following scope is intended to provide a detailed outline of Wood Rodgers' professional services over the life of the project, as explained above; however, it is anticipated that preparation of the two CWSRF planning grant applications, for Shady Glen and City of Colfax, will inform and likely require updates to the scope of the studies needed to prepare the CWSRF construction grant applications. The Wood Rodgers Team billing rates for 2024 are provided at the end of this proposal as exhibits. These include the rates for Wood Rodgers' Sacramento and Nevada offices (**Exhibits A1 & A2**), and our Nexgen (**Exhibit B**) and ECS (**Exhibit C**) partners.

### TASK 1 – CWSRF Planning Grant Applications

Under this task, Wood Rodgers will prepare planning grant applications for submission to the SWRCB. There will be two applications, one for Shady Glen and one for the City of Colfax. The work is anticipated to include workshops with Shady Glen community representatives and City of Colfax staff to confirm which the studies are necessary to identify the extent of project improvements and conditions of the existing infrastructure. Each planning grant application will include the following activity and key components managed and prepared by Wood Rodgers. Many components of the planning applications require information and documentation that the City and the Shady Glen Community will need to provide, such as finances, rate studies, and income surveys. Wood Rodgers will work with City and Shady Glen representatives to complete and submit the applications. Based on Wood Rodgers' experience, it is anticipated that it will take more than six months for SWRCB to approve the planning application and allocate the necessary fund to support Task 2, below. Our scope includes working with SWRCB staff during the approval process.

- Project Scoping Workshops (1 for Shady Glen and 1 for City of Colfax)
- Wastewater Planning Applications
- CWSRF Plan of Study

Our cost to complete this task is provided in the following Engineering Fees section of this proposal. We are not providing costs for the following additional task since, as mentioned above, these tasks are guidelines based on broad assumptions of the project scope.

Deliverables

- Memos outlining findings from scoping workshops
- Planning applications (including Plans of Study)

### TASK 2 – Engineering Studies (Planning Grant)

Engineering studies will be prepared to identify, to the greatest extent possible with the planning funds available, the condition of the Shady Glen house services, gravity pipelines, and manholes. The studies will further identify constraints within the City's collection system for acceptance of the new Shady Glen sewer flows. The following is an anticipate list of studies needed to develop a basis of design report that will identify improvements necessary to support consolidation of the Shady Glen sewer system into the City of Colfax. This list may change once the workshops and Plans of Study are completed as part of Task 1.

While Wood Rodgers will provide engineering oversight and management of the data collection phase for both Shady Glen and the City, it is expected that the City will contract directly with firms that specialize in the data collection activities.

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### 2.1 – Shady Glen Community Engineering Studies

- Research and collection of historic records of the sewer system and WWTP including maps, record drawings, flow data and sewer evaluation reports. It is assumed that these records and reports will be gathered and provided to Wood Rodgers by Shady Glen representatives.
- Additional data collection including, but not limited to the following:
    - Sewer flows
    - CCTV (video) inspections
    - Smoke testing
    - Manual flow source tracing, such as dye tests
- If not available, prepare an electronic map (Autocad and/or GIS) of the existing collection system.
    - Survey all manholes to obtain manhole conditions, construction material, base and rim elevations, plus pipe data (invert elevations, size, material).
    - Calculated pipe slopes.
    - Location of house cleanouts, sewer lateral sizes, materials, and connections to sewer mains.
- Prepare Basis of Design Report that will include the following engineering analysis
    - Hydraulic analysis of sewage conveyance within the Shady Glen Community including
        - Average day and peak dry weather flows.
        - Peak wet weather flows (10-year, 36-hour storm event).
        - Surface water inflow and groundwater infiltration flows.
    - Develop design criteria for potential future growth within the Shady Glen Community and for any reconstruction of existing Shady Glen sewer infrastructure.
    - Evaluate growth (if needed) to identify anticipated future demand from build-out of the community or future connections to other communities.
    - Evaluate existing collection system conditions and propose improvements.
    - Evaluate decommissioning and demolition of existing secondary WWTP.
    - Evaluate new pump station to redirect sewer flows to the City of Colfax.
        - Locate pump station with possible alternatives (up to two).
        - Size and describe all components of the pump station.
        - Locate alignment, size, and describe the force main discharge from the pump station to the City's collection system.
    - Provide engineer's construction cost estimate.
    - Provide useful life cycle cost estimates.

### 2.2 – City of Colfax Engineering Studies

- Review historic records of sewer system and WWTP including maps, record drawings, flow data and sewer evaluation reports. Wood Rodgers has and maintains these records from past projects.
- Additional data collection including, but not limited to the following:
    - Sewer flows
    - CCTV (video) inspections
    - Smoke testing
    - Manual flow source tracing, such as dye tests
- Update the City's existing sewer model based on the results from the above Shady Glen studies.

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- Prepare Basis of Design Report for the consolidation, identifying the impacts of the new Shady Glen flows on the City's collection system and the WWTP. At a minimum, the study will include
    - Summary of the Shady Glen discharges into the City system.
    - Capacity analysis of City collection system and WWTP, including existing and post Shady Glen consolidation.
    - Impact of future Shady Glen flows to projected City growth demands on its collection system and WWTP.
    - Evaluate improvements to reduce O&M costs and increase capacity within the City collection system and at the WWTP. Possible projects include
        - Rehabilitation of older equipment and pipelines
        - Automation of influent diversion/equalization facilities.
        - Addition of more efficient aeration blowers
        - Addition of a sludge stabilization process to allow the sludge to be used as fertilizer instead of landfilled.
        - New higher intensity UV disinfection system using more efficient lamps and reduced power.
        - SCADA controls upgrades
        - Other enhancements
    - Engineer's construction cost estimate of proposed improvements.
    - Useful life cycle cost estimates.

### 2.3 – Geotechnical Investigations and Reports

As needed, Wood Rodgers will provide geotechnical analyses and design services to augment the identified studies and to support the development of the overall improvement plan. The definitive extents of geotechnical services are not known at this time; therefore, the presented scopes should be viewed to represent our best assumptions based on our experience with similar improvements, comparable loads, and similar construction demands. Final scopes and costs for specific geotechnical investigations and reports will be developed and presented once project scopes of work are identified and honed during the planning grant application process and/or after completion of initial studies.

The following scopes are presented to attempt to identify potential geotechnical design needs. These lists are not comprehensive and do not catalogue specific sampling, evaluations, testing, and analyses that would be provided in the course of preparing the improvement specific geotechnical report. Permitting requirements have also not specifically considered at this stage.

#### 2.3.1 – Shady Glen Geotechnical

- To the extent necessary, borings will be advanced around the existing WWTP to support decommissioning and demolition design and construction. If made available, geotechnical information obtained from the design and construction of the existing improvements can also be relied upon and applied.
- To support pump station design, borings will be advanced specific to any proposed pump station sites identified in the engineering studies.
- A preliminary geotechnical approach memo will be developed summarizing findings and presenting preliminary design and construction considerations.
- Supplemental discussions specific to geotechnical design and construction approaches will be provided on an as needed basis.

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### 2.3.2 – City of Colfax Geotechnical

- Borings advanced at each end of potential jack and bore sites (and extending at least to 5-feet below invert) for new sewer trunk crossing under Interstate 80.
- Borings at each end of potential horizontal directional drilling or jack and bore sites for new sewer trunk crossing under Union Pacific Railroad tracks.
- Borings around the City's existing WWTP to support construction of proposed facilities identified in the engineering studies. If made available, geotechnical information obtained from the design and construction of the existing improvements can also be relied upon and applied.
- A preliminary geotechnical approach memo will be developed summarizing findings and presenting preliminary design and construction considerations.
- Supplemental discussions specific to geotechnical design and construction approaches will be provided on an as needed basis.

## 2.4 – Survey

Wood Rodgers will establish survey control, prepare topographic maps, and map property boundaries and easements pertinent to project sites to support engineering studies and design, as well as construction. The extend of surveys for this proposal is an estimate and will be amended as necessary once the scope of the project is identified following submission of the CWSRF planning grant applications. In general, the survey effort will include the following:

- Research to identify and collect maps and records from the Placer County Recorder
- Establishment of survey control around Shady Glen, City of Colfax and in between, as needed
- Aerial imaging and mapping via high altitude flights or low altitude drones
- Ground survey
- Preparation of topographic maps based on aerial images and ground survey data collection

### 2.4.1 – Shady Glen Project Survey

It is anticipated that the above tasks will be a single effort; however, the cost to the Shady Glen project will be proportioned based on area coverage ratios between the Shady Glen and the City project.

### 2.4.2 – City of Colfax Project Survey

It is anticipated that the above tasks will be a single effort; however, the cost to the City project will be proportioned based on area coverage ratios between the Shady Glen and the City project.

*Deliverables*

- *Autocad and/or GIS files of existing Shady Glen collection system*
- *Updated sewer system model incorporating Shady Glen impacts*
- *Basis of design reports for Shady Glen and City of Colfax projects*
- *Geotechnical Reports for Shady Glen and City of Colfax projects*

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## TASK 3 – Improvement Plans (Planning Grant)

Upon completion and approval of the Basis of Design Reports (BODR) by Shady Glen and City representatives, Wood Rodgers (WR) will begin design of the improvements described in the two BODRs. At a minimum there will be two improvement plans sets to ensure there is a clear separation between activity related to the Shady Glen grant fund and the City grant fund. Details within the below tasks are based on the assumed scope described above. Once the BODRs are complete, the actual design scope will be updated and amended as necessary.

The following lists provide key components that will likely encompass the improvement plans, to a greater or lesser degree. The Wood Rodgers team members assigned to each component is provided for clarity. This task includes development of technical specifications supporting the improvement plans.

### 3.1 – Shady Glen Improvement Plan Development

- Sewer house services, sewer main and manhole reconstruction or rehabilitation (WR)
- Sewer pump station (WR & ECS)
- Sewer force main (WR)
- Secondary WWTP decommissioning and demolition (Nexgen)

### 3.2 – City of Colfax Improvement Plan Development

- Shady Glen force main connection to existing or new City collection system manhole (WR)
- Sewer main and manhole rehabilitation or reconstruction, as needed (WR)
- Jack and bore new sewer trunk under Union Pacific Railroad tracks (WR)
- Jack and bore new sewer trunk under Interstate 80 (WR)
- Various upgrades and upsizing of City WWTP (Nexgen & ECS)

Deliverables (Shady Glen and City of Colfax)

- 30% Engineering Design
- 60% Engineering Design and Technical Specifications
- 95% Engineering Design and Technical Specifications
- Improvement Plans and Technical Specification (for bid)

## TASK 4 – Environmental Technical Studies and CEQA Documentation and Adoption

After Wood Rodgers has completed engineering studies and 30% engineering design, we will begin research and studies for environmental clearance of the projects.

### 4.1 – Environmental Technical Studies

Wood Rodgers team of environmental specialists will complete environmental technical studies required to support the CEQA and SWRCB Federal Cross-Cutting Environmental Package requirements. These technical studies will include a Biological Resources Report (BRR) and Historic Property Identification Report (HPIR). The HPIR will support CEQA findings (including AB 52 requirements) and will also be prepared for concurrence with Section 106 of the National Historic Preservation Act. This scope of work assumes no other environmental technical studies would be required as part of the proposed project.

### 4.2 – CEQA Documentation

Wood Rodgers has determined that there will be no significant impacts as a result of the proposed project that cannot be mitigated to a less than significant level; therefore, a draft Initial Study with

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proposed Mitigated Negative Declaration (IS/MND) under the California Environmental Quality Act (CEQA) would be appropriate for this project. This scope of work assumes one (1) CEQA document will be sufficient for CEQA compliance of the proposed project.

Wood Rodgers will prepare a draft IS/MND for City review and comment. Once the draft IS/MND has been approved by the City, it will be circulated for public review for a period of 30 days. The IS/MND has a critical objective of providing a means by which the public and responsible agencies can participate in the environmental process by providing written comments on issues addressed in the IS/MND. Wood Rodgers will coordinate the preparation of the distribution list with the City, and pursuant to CEQA requirements, Wood Rodgers will also prepare a Notice of Availability/Notice of Intent for the Draft IS/MND. This notice, along with the draft environmental document, will be made available at the appropriate City office, Shady Glen community office, County Clerk, and a local newspaper or distribution list of local property owners during the 30-day public circulation and review period. In addition, the document will be distributed to other reviewing government agencies through the California State Clearinghouse. Wood Rodgers will facilitate preparation of all hard copies, electronic copies, public notices, and direct mailers to ensure the public circulation period is noticed pursuant to CEQA requirements.

Following public circulation of the Draft IS/MND, Wood Rodgers will review and coordinate with the City to prepare written responses to any comments received. All comments and written responses will be included within the Final IS/MND as an Appendix. Wood Rodgers will prepare a Final IS/MND and Mitigation Monitoring and Reporting Program (MMRP) for City final review and approval.

To complete the CEQA process, Wood Rodgers will prepare and file a Notice of Determination (NOD) with the Placer County Recorder's Office and the Office of Planning and Research State Clearinghouse within 5 days of the County's approval of the Final IS/MND and MMRP (pursuant to CEQA guidelines). This scope of work assumes the City will provide payment for the CEQA filing fee at the time the Notice of Determination is filed.

### 4.3 – Environmental Permitting

Based on our review of the proposed project, there is potential for the project to impact waters of the U.S., waters of the State, and CDFW jurisdictional habitats during construction. Wood Rodgers' permitting specialist will review all engineering studies and preliminary design to confirm if impacts would occur. If impacts are identified, Wood Rodgers will prepare the appropriate regulatory permit applications for Clean Water Act Section 404 (United States Army Corps of Engineers), Section 401 (Regional Water Quality Control Board), and Section 1602 of California Fish and Game Code (CDFW). Wood Rodgers will work with the permitting agencies to secure approvals of required compliance with the Clean Water Act, state water quality regulations, and state habitat protection. This scope of work assumes the City will be responsible for all permit application fees as well as any required compensatory mitigation costs determined by the final permits.

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## TASK 5 – Planning Project Management (Planning Grant)

Once the planning applications are approved by the SWRCB and CWSRF planning grant funding is available, Wood Rodgers will manage the planning grant process for both Shady Glen and the City. This management is anticipated to include the following, based on our experience with similar projects.

### 5.1 – Shady Glen Project Management

- Prepare quarterly status reports to SWRCB
- Coordinate and attend community meeting and design workshops
- Prepare and distribute meeting agenda and minutes
- Coordinate and provide documentation for CEQA/NEPA preparation and adoption
- Prepare miscellaneous exhibits

### 5.2 – City of Colfax Project Management

- General project coordination
- Prepare quarterly status reports to SWRCB
- Prepare and distribute meeting agenda and minutes
- Coordinate and provide documentation for CEQA/NEPA preparation and adoption
- Prepare miscellaneous exhibits

### 5.3 – Travel and other Reimbursements

This task includes travel mileage from Wood Rodgers to Colfax, plan duplication, and other incidental costs based on Wood Rodgers fee schedule provided in **Exhibit A1**.

## TASK 6 – Construction Grant Application and Agreement (Planning Grant)

At 60% or 90% improvement plan development, the City and Wood Rodgers will prepare the CWSRF construction grant application for both the Shady Glen Community and the City of Colfax. The applications will be submitted to the SWRCB once the project CEQA is adopted by City Council and any other required signatory body. Based on Wood Rodgers' experience, we expect both grant application approvals to take six months to one year.

### 6.1 – Shady Glen Construction Grant Application

Wood Rodgers will work with Shady Glen Community representatives, City staff, and SWRCB staff to complete the CWSRF construction grant application. The grant amount requested will be bases up the engineer's estimate for both construction and construction management.

### 6.2 – City of Colfax Construction Grant Application

Wood Rodgers will work with City and SWRCB staff to complete the CWSRF construction grant application. The grant amount requested will be bases up the engineer's estimate for both construction and construction management.

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## TASK 7 – Construction Bidding and Award (Construction Grant)

Following execution of the CWSRF construction grant agreements between Shady Glen representatives and City representatives, the Wood Rodgers team will prepare bid documents. These documents will be developed using EJCDC format with all contract requirements based on the funding source (Federal or State) along with the completed improvement plans and technical specifications. It is anticipated that award will occur within two months of bid opening.

Wood Rodgers scope for construction bidding will include the following. This scope assumes that bidding occurs once per project.

- Prepare bid documents
- Prepare authorization to bid staff reports and attend Council meeting, as necessary
- Advertise bid documents electronically (City will provide local paper advertisement)
- Post bid documents through the City's account on CIPList or other bid posting service
- Review and respond to all RFIs
- Prepare and publish bid addenda
- Attend biding openings
- Prepare authorization of award staff report and attend Council meeting, as necessary
- Coordinate authorization of award with SWRCB

### 7.1 – Shady Glen Bidding and Award

The improvement plans and specification for the Shady Glen project will be publicly bid in accordance with California Public Contracting Code and in the same manner as the City of Colfax project, but not necessary at the same time. Bids will be publicly opened and read at Colfax City Hall with a Wood Rodgers representative in attendance, if requested.

### 7.2 – City of Colfax Construction Grant Application

The improvement plans and specification for the City project will be publicly bid in accordance with California Public Contracting Code in the same manner as the Shady Glen project, but not necessary at the same time. Bids will be publicly opened and read at Colfax City Hall with a Wood Rodgers representative in attendance, if requested.

## TASK 8 – Engineering Construction Support (Construction Grant)

Following bid award, the Wood Rodgers team will support construction as needed. Support related to this task is for technical assistance only and does not include day-to-day project management as described in the next task. Day-to-day construction management and inspection (CM&I) will be provided by a firm specializing in those services and contracted with the City, directly.

These are the engineering construction support services that Wood Rodgers will typically provide:

- Review and respond to contractor RFIs
- Review and approve contractor submittals
- Respond to the CM&I firm as needed
- Attend regular construction progress meetings with CM&I and construction contractors
- Provide plan revisions as needed based on unexpected field conditions
- Prepare record drawings based on contractor as-built drawings

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### 8.1 – Shady Glen Project Construction Support

Wood Rodgers anticipates that the engineering team will work with the City and CM&I, and that Shady Glen representatives will defer construction oversight to the City.

### 8.2 – City of Colfax Project Construction Support

See above list of typical tasks.

## TASK 9 – Geotechnical Inspection Services

Day-to-day geotechnical inspection services can be provided by Wood Rodgers and/or can contracted by the City of Colfax directly. Because Wood Rodgers is accredited by AASHTO Material's Reference Lab ASTM E329 Standard Specification for Agencies Engaged in Constriction Inspection, Testing, or Special Inspection, geotechnical inspection practices will be consistent with the requirements of AASHTO and Caltrans' and will include:

- Soils testing and inspection of mass grading and fill placement.
- Material placement and testing observations for: soils, concrete, hot mix asphalt, and structural masonry or steel.
- Structural inspection – Special Inspection as required by the contract documents.
- Engineer of Record services providing testing and inspection of civil improvements to verify consistency with City of Shady Glen and City of Colfax standards and requirements (including video verification, pressure testing, ball and mandrel, etc.)
- Review of pay requests and field verification of materials and completion of processes.
- Verification of change order processes and quantities.
- Additional services as project development requires.

### 9.1 – Shady Glen Geotech Inspection Services

Wood Rodgers will work with the CM&I firm and the contractor on an as needed basis to provide the above geotechnical inspection services.

### 9.2 – Shady Glen Project Geotech Inspection Services

See above list of typical tasks.

## TASK 10 – Environmental Construction Support

### 10.1 – Shady Glen Environmental Construction Support

Wood Rodgers' qualified biologist will provide environmental construction support services for the Shady Glen construction activities, including environmental awareness worker trainings, migratory nesting bird surveys, coordination with permitting agencies, biological monitoring tasks, and Mitigation Monitoring and Reporting Program compliance checks. This scope of work assumes construction activities within the Shady Glen community would not require special status species monitoring.

### 10.2 – City of Colfax Environmental Construction Support

Wood Rodgers' qualified biologist will provide environmental construction support services for the City of Colfax construction activities, including environmental awareness worker trainings, migratory nesting bird surveys, coordination with permitting agencies, biological monitoring tasks, and Mitigation Monitoring and Reporting Program compliance checks. This scope of work assumes construction activities within the City of Colfax would not require special status species monitoring.

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## TASK 11 – Surveying (Construction Grant)

### 11.1 – Construction Staking

Wood Rodgers will provide control and initial construction stakes for the contractor use based on the improvement plans. Any re-staking due lost or damaged stakes should be reset by the contractors or the cost for Wood Rodgers to re-stake should be deducted from the contract amount. At times, re-staking is necessary due to circumstances out of the contractor's control; for this reason, we are providing a re-staking task.

### 11.2 – Re-Staking

Wood Rodgers will reset staking as needed. The primary purpose of this task is to track the cost of re-staking that can be used as the basis for contract cost deduction. Wood Rodgers will not contract directly with the contractors for this service.

## Task 12 – Project Management (Construction Grant)

Wood Rodgers will oversee the construction project on behalf of the City and the Shady Glen Community. This oversight includes communication and coordination with City staff, SWRCB staff, the CM&I consultant, and the contractors. Coordination with Caltrans, PCWA, Union Pacific Railroad is also included.

Project management of construction activities include the following:

- Grant reimbursement and quarterly project status reports submitted to SWRCB
- Contractor progress payments
- Contract change orders
- Attend recurring construction progress meetings (CM&I consultant is expected to organize and run these meetings and provide meeting agendas and minutes).
- Prepare financial budget approval documentation required by SWRCB for each phase of construction.
- CWSRF/project closeout and audits by the State
- Communication and coordination with the City, Shady Glen, Caltrans, PCWA and UPRR

The task excludes amendments to the grant funding agreements with the SWRCB or other unanticipated coordination not listed above. Wood Rodgers' position is that the effort to manage the project is difficult to quantify.

### 12.1 – Shady Glen Project Management

Wood Rodgers will provide the above listed services with the exception conditions for the Shady Glen construction grant project.

### 12.2 – City of Colfax Project Management

Wood Rodgers will provide the above listed services with the exception conditions for the City of Colfax construction grant project.

### 12.3 – Travel and other Reimbursements

This task includes travel mileage from Wood Rodgers to Colfax, plan production, and other incidental costs based on Wood Rodgers fee schedule provided in **Exhibit A1**.

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## Engineering Fee

Wood Rodgers teams will bill on a Time & Material basis initially utilizing the rate provided in **Exhibits A1, A2, B and C**. Wood Rodgers reserves the right to transfer budget between tasks without affecting the total project budget.

| SCOPE ITEM | ESTIMATED BUDGET |
|---|---|
| **TASK 1** – CWSRF Planning Grant Applications | |
| **1.1 – Shady Glen Application** | $ 20,800 |
| **1.2 – City of Colfax Application** | $ 20,800 |
| **TOTAL BUDGET PER THIS PROPOSAL:** | **$ 41,600** |

CONDITIONS, ASSUMPTIONS AND EXCEPTIONS

1. This scope of work incorporate all anticipated work required under the CWSRF planning and construction grants. Wood Rodgers will amend the scope and Engineering Fee for the remaining tasks upon request and after the Planning Grant Applications are submitted to the SWRCB.
2. Nothing in this scope provides for construction management or construction inspection, other than geotechnical inspection services. It is assumed that the City will contract directly with another firm for these services.
3. Wood Rodgers subconsultant invoices will include a 10% markup.
4. The rates provided in the enclosed exhibits may adjust annually at the begging of each calendar year to account for inflation.
5. The City will pay any applicable plan check, inspection, permit and application fees.
6. Coordination for approvals will be provided by the City only. No other agencies will be consulted, coordinated with, or sought out for approvals.
7. Legal review of bidding documents is not included.
8. Expert witness services are not included.
9. The budget for individual task may be moved between task as necessary but the total budget will not be exceeded without prior written approval of both parties. Wood Rodgers, Inc. will not assume responsibility for the use of these costs in budget analysis or be held liable for potential cost increases associated with the development of this project.

We trust this Proposal is in sufficient detail to meet your needs and we thank you for the opportunity to provide the requested professional services. If you have any questions, please do not hesitate to call.

Sincerely,

WOOD RODGERS, INC

Jim Fletter, PE 73457
Associate Engineer

DocuSigned by:
Matt Spokely
92BB4CBA0CDC423...

Matthew Spokely, PE 57647
Vice President

IN AGREEMENT WITH THE ABOVE ITEMS

CITY OF COLFAX

Wes Heathcock
City Manager

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**EXHIBIT A1**

WOOD RODGERS

SACRAMENTO & ROSEVILLE FEE SCHEDULE

| CLASSIFICATION | STANDARD RATE |
|---|---|
| Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $300 |
| Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $265 |
| Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $240 |
| Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $230 |
| Project Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $215 |
| Project Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $205 |
| Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $195 |
| Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $180 |
| Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA* | $150 |
| Designer | $95 |
| Senior CAD Technician/Graphics Designer II | $180 |
| Senior CAD Technician/Graphics Designer I | $160 |
| CAD Technician/Graphics Designer | $140 |
| Project Coordinator | $155 |
| Administrative Assistant | $120 |
| 1 Person Survey Crew | $235 |
| 2 Person Survey Crew | $340 |
| 3 Person Survey Crew | $435 |
| Consultants, Outside Services, Materials & Direct Charges | Cost Plus 10% |
| Overtime Work, Expert Witness Testimony and Preparation | Rate Plus 50% |

*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 65.5 cents per mile.

Fee Schedule subject to change January 1, 2024.

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**EXHIBIT A2**

WOOD RODGERS

NEVADA FEE SCHEDULE

| CLASSIFICATION | STANDARD RATE |
|---|---|
| Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $260 |
| Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $245 |
| Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $230 |
| Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $215 |
| Project Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $200 |
| Project Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $190 |
| Engineer/Geologist/Surveyor/Planner/GIS/LA* II | $175 |
| Engineer/Geologist/Surveyor/Planner/GIS/LA* I | $165 |
| Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA* | $145 |
| Designer | $95 |
| Senior CAD Technician/Graphics Designer II | $165 |
| Senior CAD Technician/Graphics Designer I | $155 |
| CAD Technician/Graphics Designer | $135 |
| Project Coordinator | $135 |
| Administrative Assistant | $115 |
| Construction Manager | $175 |
| Senior Inspector II | $145 |
| Senior Inspector I | $130 |
| Inspector II | $125 |
| Inspector I | $105 |
| Senior Field Technician I | $130 |
| Field Technician II | $110 |
| Field Technician I | $95 |
| 1 Person Survey Crew | $175 |
| 2 Person Survey Crew | $230 |
| 3 Person Survey Crew | $305 |
| Consultants, Outside Services, Materials & Direct Charges | Cost Plus 10% |
| Overtime Work, Expert Witness Testimony and Preparation | Rate Plus 50% |

*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 65.5 cents per mile.

Fee Schedule subject to change January 1, 2024.

DocuSign Envelope ID: FD040C5E-3872-4D69-BC42-9816BE10BC22



**EXHIBIT B**

NEXGEN UTILITYMANAGEMENT

HOURLY FEE SCHEDULE

| CLASSIFICATION | 2023 HOURLY RATE |
|---|---|
| Principal | $280 |
| Senior Engineer | $260 |
| Senior CAD Designe | $160 |
| Associate Engineer | $220 |
| Engineer | $190 |
| CAD Designer | $120 |
| Administration | $100 |
| Senior Construction Manager | $260 |
| Associate Inspectors | $160 - $200 (prevailing wage |

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus five percent (5%) for items such as: sub-consultants, soils engineers, surveyors, drillers, labs, and contractors.

* *After 2023, these labor rates will be increased by the United States Department of Labor's Consumer Price Index (CPI) for All Western Small Cities (population under 2.5 million)*

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**EXHIBIT C**

# ECS Engineering

HOURLY RATES

| CLASSIFICATION | HOURLY RATE |
|---|---|
| Principal / Electrical Engineer | 176 |
| Electrical Designer | 153 |
| AutoCAD | 128 |
| Clerical | 104 |

Fee Schedule subject to change January 1, 2024.

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Carl Moore, City Engineer
**Subject:** FY 2023/2024 SB 1 Funding Project List

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Adopt Resolution __-2023 to adopt a list of potential projects for Fiscal Year 2023-2024 to be funded in full or in part by SB 1, the Road Repair and Accountability Act, ensuring eligibility for State of California Road Maintenance and Rehabilitation Account (RMRA) revenues.

**Summary/Background**

State Senate Bill (SB 1), also known as the Road Repair and Accountability Act (RMRA) of 2017, was signed into law by Governor Brown on April 28, 2017. SB 1 establishes funding to address deferred maintenance on the State highway system and local street and road systems. The bill provides that funds shall be used for: Road Maintenance and Rehabilitation, Safety Projects, Railroad Grade Separations, Complete Street Components or, Traffic Control Devices.

The City is expected to receive about $49,481 in SB 1 Funds in Fiscal Year 2023-2024. SB 1 revenues should increase in subsequent years.

To be considered for funding, SB 1 requires all projects proposed for SB 1 Funding be named and acknowledged by resolution. Staff is recommending the following projects:

- **Culver Street (Phase III) –** This project involves reconstructing Culver Street from Church Street to W. Grass Valley Street. The project would complete the Culver Street corridor and is estimated at $421,294. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
- **Pleasant Street** – This project involves reconstructing Pleasant Street from Depot Street to Parkhill Dr. The project is estimated at $1,374,472 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **Depot Street** – This project involves reconstructing Depot Street from Kneeland Street to N. Main Street. The project is estimated at $578,000 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **School Street** – This project involves reconstructing School Street form N. Main Street to Pleasant Street. The project is estimated at $358,100 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **Forest Hill Street** – This project involves reconstructing Forest Hill Street from Highway 174 to Vista Avenue. The project is estimated a $857,853 and is intended to provide a new roadway surface to improve traffic flow and quality of roadway along this corridor.
- **Church Street** – This project involves reconstructing Church Street from Rising Sun to Culver Street. The project is estimated a $295,784 and is intended to provide a new roadway surface to improve traffic flow and quality of roadway along this corridor.

The SB 1 funding will be used in conjunction with the Community Development Block Grant Over-the-Counter projects to maximize program administration efficiency.

**Attachments:**

1. Resolution __-2023

# City of Colfax
## City Council

Resolution № __-2023

**ADOPT A LIST OF POTENTIAL PROJECTS FOR FISCAL YEAR 2023-24 TO BE FUNDED IN FULL OR IN PART BY SB 1, THE ROAD REPAIR AND ACCOUNTABILITY ACT, ENSURING ELIGIBILITY FOR STATE OF CALIFORNIA ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) REVENUES**

**WHEREAS,** Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 was passed by the State Legislature and signed into law by the Governor on April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and,

**WHEREAS,** SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Colfax are aware of the projects proposed for funding and which projects have been completed each fiscal year; and,

**WHEREAS,** the City of Colfax must adopt a resolution of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and,

**WHEREAS,** the City of Colfax, will receive an estimated $49,481 in RMRA funding in FY 2023-24 from SB 1; and,

**WHEREAS,** the City of Colfax adopted its City of Colfax 2018 Pavement Management Plan and used said Pavement Management Plan to develop the SB 1 project list for SB 1 funds that are being used on the highest priority projects and in the most cost-effective way; and,

**WHEREAS**, the funding from SB 1 will help the City of Colfax maintain and/or rehabilitate street/roads within the City of Colfax this year and similar projects in the future.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax affirms the foregoing recitals are true and correct. The City of Colfax hereby adopts the following list of projects to be funded in part or solely with Fiscal Year 2023-24 Road Maintenance and Rehabilitation Account revenues.

- Culver street Reconstruction (Phase III)
  - Description: Street reconstruction. The project is estimated at $421,294. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: Culver Street from Church Street to W. Grass Valley Street.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

- Pleasant Street Project
  - Description: Street reconstruction. The project is estimated at $1,374,472. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: Pleasant Street from Depot Street to Parkhill Drive.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

- Depot Street Project
  - Description: Street reconstruction. The project is estimated at $578,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: Depot Street from Kneeland Street to North Main Street.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

- School Street Project
  - Description: Street reconstruction. The project is estimated at $358,100. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: School Street from Pleasant Street to North Main Street.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

- Forest Hill Project
  - Description: Street reconstruction. The project is estimated at $857,853. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: Forest Hill Street from Highway 174 to Vista Avenue.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

- Church Street Project
  - Description: Street reconstruction. The project is estimated at $295,784. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
  - Location: Church Street from Rising Sun to Culver Street.
  - Estimated Useful Life of Project: 20 years.
  - Estimated Year of Construction: Fiscal Year 2023-24

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

**Trinity Burruss, Mayor**

**ATTEST:**

**Marguerite Bailey, City Clerk**

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Laurie Van Groningen, Finance Director
**Subject:** Annual Appropriation Limits

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Adopt Resolution __-2023 certifying compliance with the Fiscal Year 2022-2023 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal Year 2023-2024

**Summary/Background**

In 1979, California voters approved Proposition 4, an initiative that added Article XIII B to the *California Constitution*. This constitutional amendment, known as the Gann Initiative, placed limits on the growth of expenditures for publicly funded programs. Division 9 of Title 1, beginning with Section 7900 of the *Government Code*, was then added to law to specify the process for calculating state and local government appropriation limits and appropriations subject to limitation under Article XII B of the *Constitution*. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government, and require that each entity of government formally "adopt" its appropriations limit for a given fiscal year and certify actual appropriations limit for the preceding year.

The data required to complete the calculation is provided by the State of California, Department of Finance.

The appropriation limit is calculated based on two factors: a percentage change in population in conjunction with a change in the cost of living or price. Under Proposition 111, there are options available for each of the calculation factors:

- Population Factor – The City can elect to utilize the percent growth in City population or the percent growth in County population.
- Price Factor – The City can elect to use the percent growth in State per capita personal income or the percent change in assessed valuation in new non-residential construction.

The population and price factors are multiplied together to calculate the Growth factor. The Growth factor is applied to the previous year calculated appropriated limit to determine the current fiscal year appropriation limit.

The Appropriations Limitation (Limit) imposed by the Propositions creates a restriction on the amount of revenue which can be appropriated in any fiscal year. Not all revenues are restricted by the Limit, only those which are referred to as “proceeds of taxes”. During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their Limit. In fact, any excess funds remaining after two years must be returned to the taxpayers.

For the 2023-2024 Appropriation Limit calculation, the growth in Placer County population of .21% is more favorable than the City of Colfax percent decline of -1.08 % and has therefore been utilized in the calculation. For the price factor, the percentage change in State per capita income of 4.44% is used to calculate the Limitation. The population and price factors are multiplied together for a combined factor of 1.047. The combined growth factor is applied to the fiscal year 2022-2023 Appropriation limit of $7,015,627 to determine the fiscal year 2023-2024 limit of $7,342,508.

Based on the estimated actuals for fiscal year 2022-2023 and the proposed fiscal year 2023-2024 budget the City will be well under its Appropriation Limit for both years.

**Attachments**

1. Public Notice – Notice of Determination of appropriations Limit for the Fiscal Year 2023-2024.
2. Resolution XX-2023
    a. Attachment 1 – Estimated actual appropriation for the fiscal year 2022-2023
    b. Attachment 2 – Appropriation Limit Calculation for fiscal year 2023-2024
3. Department of Finance Price and Population information for use in calculations for fiscal year 2023-2024 appropriations limit – May 2023.

# City Of Colfax

33 SOUTH MAIN STREET, COLFAX, CA

# PUBLIC NOTICE

## NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2023-2024

Section 7910 of the California Government Code requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIIIB of the California Constitution applicable during the fiscal year. The limit must be adopted at a regularly scheduled meeting or at a noticed special meeting, and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set below is the methodology to be used to calculate the Fiscal Year 2023-2024 appropriations limit for the City. The limit is set forth below and will be considered and adopted at the regularly scheduled meeting of the Colfax City Council on June 14, 2023.

| | 2023-2024 | |
|---|---|---|
| Appropriations Limit for FY 2022-2023 | $7,015,627 | |
| Price Factor | | |
| Change in California per capita | 1.0444 | *Department of Finance - May 2023* |
| Population Factor | | |
| Placer County | 1.0021 | *Department of Finance - May 2023* |
| Combined Growth Factor | 1.047 | *Price Factor x Population Factor* |
| Appropriations Limit for FY 2023-2024 | $7,342,508 | *Calculated Limit for fiscal year 2023-2024* |

Note: *Fiscal year 2023-2024 elected to use population factor for Placer County versus City of Colfax

Documentation may be requested from Colfax City Hall during regular work hours – Monday through Thursday, 8:00am to 5:00pm.

I, Marguerite Bailey, City Clerk for the City of Colfax declare that this Notice was posted at Colfax City Hall and the Colfax Post Office. The Notice is also available on the City website at www.Colfax-ca.gov.

Marguerite Bailey

Marguerite Bailey, City Clerk

**May 24, 2023**

# City of Colfax
## City Council

Resolution № __-2023

CERTIFYING COMPLIANCE WITH THE 2022-2023 FISCAL YEAR APPROPORIATION LIMITATION AND ESTABLISHING THE APPROPRIATION LIMITATION FOR THE 2022-2023 FISCAL YEAR

**WHEREAS,** the City Council of the City of Colfax hereby certifies that the estimated actual appropriations for the Fiscal Year 2022-2023 will fall within the appropriation limitation for the 2022-2023 Fiscal Year as demonstrated in Attachment 1; and,

**WHEREAS,** the City Council of the City of Colfax must establish the appropriation limitation for the Fiscal Year 2023-2024, as calculated in Attachment 2; and,

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax that the 2022-2023 Fiscal year expenditures fall within the established limitations. The limitations are hereby established at $7,342,508.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

**Trinity Burruss, Mayor**

**ATTEST:**

**Marguerite Bailey, City Clerk**

# CITY OF COLFAX
# APPROPRIATION LIMIT CALCULATION
## Attachment 1

| ***Tax Revenues to be included in calculation:*** | | | **2022-2023 Actuals*** |
|---|---|---|---|
| 100-000-4010 | Property Taxes | $ | 430,000 |
| 100-000-4020 | Sales and Use Taxes | $ | 1,297,800 |
| 100-000-4040 | Transient Occupancy Taxes | $ | 130,000 |
| 100-000-4100 | Franchises | $ | 100,000 |
| 100-000-4200 | Business Licenses | $ | 38,000 |
| 100-000-4700 | State Motor Vehicle License | $ | 2,500 |
| 100-000-4710 | Motor Vehicle In Lieu | $ | 180,000 |
| 100-000-4030 | Cannabis Business Tax | $ | 40,000 |
| | **Total Tax Revenue** | **$** | **2,218,300** |
| Calculated Appropriation Limit Fiscal Year 2020-2021 | | $ | 7,015,627 |
| *Remaining appropriation limit capacity* | | *$* | *4,797,327* |
| | | | *68%* |

*Estimate as of Mid-Year Budget review February 2023

# City of Colfax
## Appropriation Limit Calculation
## Attachment 2

| Fiscal Year | Computed Limit Previous Year | Cost of Living Factor | Population Factor County | Population Factor City | Combined Growth Factor | Computed Limit | Population Factor Election* |
|---|---|---|---|---|---|---|---|
| 2009-2010 | $ 3,519,759 | 1.0062 | **1.0174** | 1.0097 | 1.0237 | $ 3,603,205 | County |
| 2010-2011 | $ 3,603,205 | 0.9746 | 1.0170 | **1.0567** | 1.0299 | $ 3,710,796 | City |
| 2011-2012 | $ 3,710,796 | 1.0251 | **1.0151** | 1.0072 | 1.0406 | $ 3,861,377 | County |
| 2012-2013 | $ 3,861,377 | 1.0377 | **1.0110** | 1.0056 | 1.0491 | $ 4,051,027 | County |
| 2013-2014 | $ 4,051,027 | 1.0512 | **1.0056** | 0.9960 | 1.0571 | $ 4,282,287 | County |
| 2014-2015 | $ 4,282,287 | 0.9977 | **1.0147** | 1.0050 | 1.0124 | $ 4,335,243 | County |
| 2015-2016 | $ 4,335,243 | 1.0382 | **1.0076** | 0.9970 | 1.0461 | $ 4,535,055 | County |
| 2016-2017 | $ 4,535,055 | 1.0537 | **1.0096** | 1.0019 | 1.0638 | $ 4,824,462 | County |
| 2017-2018 | $ 4,824,462 | 1.0369 | **1.0176** | 1.0369 | 1.0551 | $ 5,090,529 | County |
| 2018-2019 | $ 5,090,529 | 1.0367 | **1.0166** | 1.0014 | 1.0539 | $ 5,364,955 | County |
| 2019-2020 | $ 5,364,955 | 1.0385 | **1.0185** | 1.0010 | 1.0577 | $ 5,674,579 | County |
| 2020-2021 | $ 5,674,579 | 1.0373 | **1.0195** | 1.0146 | 1.0575 | $ 6,001,022 | County |
| 2021-2022 | $ 6,001,022 | 1.0573 | **1.0150** | 1.0084 | 1.0732 | $ 6,440,054 | County |
| 2022-2023 | $ 6,440,054 | 1.0755 | 1.0037 | **1.0129** | 1.0894 | $ 7,015,627 | City |
| 2023-2024 | $ 7,015,627 | 1.0444 | **1.0021** | 0.9892 | 1.0466 | $ 7,342,508 | County |

**The City can elect to utilize the percent growth in City popultion or the percent growth in County population. Note: In June 2019, the City recalculated the historical Appropriations limit from original adoption in fiscal year 1981 to June 30, 2019. The total growth factor for each year is the City population factor multiplied by the per capita income factor for fiscal years 1980 to 1987 and the larger of the City or County population factor multiplied by the per capita income factor for fiscal years subsequent to 1987. Independent Accountants Report dated June 3, 2019.*

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
1021 O Street, Suite 3110 ▪ Sacramento CA 95814 ▪ www.dof.ca.gov

May 2023

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**
California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023**.

**Please Note**: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

**May 2023**

**Attachment A**

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|---|---|
| 2023-24 | 4.44 |

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

**2023-24:**

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: 1.0444 x 0.9965 = 1.0407

Fiscal Year 2023-24

**Attachment B**
**Annual Percent Change in Population Minus Exclusions***
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

| County<br>City | Percent Change<br>2022-2023 | --- Population Minus Exclusions ---<br>1-1-22 | <br>1-1-23 | Total Population<br>1-1-2023 |
|---|---|---|---|---|
| Placer | | | | |
| Auburn | -1.70 | 13,596 | 13,365 | 13,365 |
| Colfax | -1.08 | 2,038 | 2,016 | 2,016 |
| Lincoln | 2.18 | 51,199 | 52,313 | 52,313 |
| Loomis | -1.61 | 6,715 | 6,607 | 6,607 |
| Rocklin | -0.66 | 71,655 | 71,179 | 71,179 |
| Roseville | 0.98 | 151,450 | 152,928 | 152,928 |
| Unincorporated | -0.79 | 112,788 | 111,897 | 111,897 |
| County Total | 0.21 | 409,441 | 410,305 | 410,305 |

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Emmanuel Ursu, Planning Director
**Subject:** 143 Whitcomb Ave. (APN 006-072-001) – Design Review 2022-02

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Approve a Design Review application to allow the construction of a 333-unit self-storage facility, subject to conditions.

**Summary/Background**

A design review application to develop a self-storage facility on the subject site was submitted by Walter White and Jim Marconi. In response to staff comments, the design of the proposal was revised and resubmitted. The revised plans include a modicum of architectural interest with variation in building roof forms of the street facing buildings, a mix of exterior materials, sidewalks on the project frontage along both Whitcomb Ave. and Railroad St., and additional landscaping, among other revisions.

During the review process, an adjoining property owner reviewed the plans and informed staff that grading of the site by a prior property owner rendered his access easement over the project site and an existing public utilities easement unusable, and the proposed project included buildings over public and private utility and drainage easements.

In cooperation with the adjoining property owner and City staff, the applicant made further modifications to the project to address the conflicts with the easements on the site. A detailed description of the existing and proposed modifications to the private and public easements is provided in the Discussion section below. The project was scheduled for the May 24, 2023 Council meeting and a staff report with recommended conditions of approval was published. However, the May 24, 2023 meeting was cancelled and in the applicant made additional revisions to the project to address some concerns raised in the May 24 staff report. This staff report and recommended conditions of approval have been revised accordingly.

**Scope of Review**

Land development is subject to the goals, policies, and objectives of the Colfax General Plan and to the quantitative and qualitative standards of the Colfax Municipal Code (CMC). Per CMC section 17.32.010(C) design review is required for new construction. If the City Council approves the design review application for the subject project, before building permits may be issued, City Council approval of changes to the public easements on the site will be required.

**Discussion**

Project Site and Context

The project site is on the north side of Whitcomb Ave. approximately 1,000 feet west of S. Auburn St. at the northwest corner of the "T" intersection of Railroad St. and Whitcomb Ave., as delineated with red lines in Figure 1. Along the project frontage, Railroad St. is unimproved with no curb, gutter, or sidewalk and is unpaved, except for approximately the first 40 feet at the Whitcomb Ave. intersection.

Whitcomb Ave. has curbs and gutters on both sides and is paved. There are no sidewalks along the project frontage. Water and sewer service are available from a 12-inch water line and an 8-inch sewer line that run under Whitcomb Ave. along the full length of the project frontage and beyond.
An intermittent stream drains south from the northeast corner of the property along the long segment of the east property line before it is piped in a 48-inch storm drainpipe at the jog in the east side property line approximately 150 north of Whitcomb Ave. The storm drainpipe extends under Whitcomb Ave. and onto properties to the south.

The site is 2.56 acres and has an irregular shape with almost 450 feet of frontage along Whitcomb Ave. and 150 feet of frontage along Railroad St. Previous grading of the site created two pads separated by an approximately 2:1 slope that runs perpendicular to Whitcomb Ave. The westerly pad is approximately five feet to eight feet higher in elevation than the easterly pad. The site drains to the south toward Whitcomb Ave. and is devoid of trees.

Properties to the east are zoned RM-2 and properties on all other sides of the project site are in the Light Industrial zoning district. Properties adjacent to the project site on the north side of Whitcomb Ave. are vacant and there are two one-story commercial/light industrial buildings across the street on the south side of Whitcomb Ave. The vacant site in the RM-2 zone to the east of the rear portion of the property is currently on the market for sale.




***Figure 1: Project Site and Context Map***

## Project Description

The applicant proposes the construction of 334 self-service storage units in 11 buildings ranging in size from 1,400 square feet to 17,625 square feet as shown in Table 1.

**Table 1: Building and Unit Sizes**

| Building | Unit Type | Number of Units | Size (SF) |
|---|---|---|---|
| A | Office | 1 | 240 |
| | 10x18 | 2 | 360 |
| | 10x20 | 5 | 1,000 |
| **Subtotal A** | | **8** | **1,600** |
| B | 10x20 | 9 | 1,800 |
| **Subtotal B** | | **9** | **1,800** |
| C (Upper) | 5x5 | 6 | 150 |
| | 10x5 | 25 | 1,250 |
| | 10x10 | 60 | 6,000 |
| | 10x15 | 11 | 1,650 |
| | 10x20 | 13 | 2,600 |
| C (Lower) | 5x5 | 1 | 25 |
| | 10x5 | 8 | 400 |
| | 10x10 | 15 | 1,500 |
| | 10x15 | 22 | 3,300 |
| | 10x30 | 5 | 750 |
| **Subtotal C** | | **166** | **17,625** |
| D | 5x5 | 1 | 25 |
| | 10x5 | 7 | 350 |
| | 10x10 | 36 | 3,600 |
| | 10x15 | 1 | 150 |
| | 10x20 | 3 | 600 |
| | 10x25 | 7 | 1,750 |
| **Subtotal D** | | **55** | **6,475** |
| E | 12x30 | 24 | 8,640 |
| | 12x15 | 1 | 180 |
| **Subtotal E** | | **25** | **8,820** |
| F | 10x10 | 1 | 100 |
| | 10x20 | 12 | 2,400 |
| | 10x25 | 10 | 2,500 |
| **Subtotal F** | | **23** | **5,000** |
| G | 10x20 | 7 | 1,400 |
| **Subtotal G** | | **7** | **1,400** |
| H | 10x5 | 2 | 100 |
| | 10x18 | 4 | 720 |
| | 10x20 | 8 | 1,600 |
| **Subtotal H** | | **14** | **2,420** |
| I | 10x10 | 3 | 300 |
| | 10x15 | 4 | 600 |
| | 10x20 | 3 | 750 |
| **Subtotal I** | | **10** | **1,650** |
| J | 10x23 | 4 | 920 |
| | 10x25 | 3 | 750 |
| **Subtotal J** | | **7** | **1,670** |
| K | 10x18 | 6 | 1,080 |
| | 10x20 | 4 | 800 |
| **Subtotal K** | | **10** | **1880** |
| **Total (Units and SF Net Rental Area)** | | **334[(1)] Units** | **49,950 SF** |

(1) Includes office space.

Primary access to the facility is from Whitcomb Ave. through a gate near the westerly side of the site. Four parking spaces, including one handicapped accessible space, are located on the street side of the gate and a bicycle rack is provided just inside the gate near the entrance to the office. Long rectangular buildings that are one unit deep are located around the perimeter of the site and three buildings are in the interior of the site. Buildings A, K, and J are along the Whitcomb Ave. frontage and Building H is along the Railroad St. frontage. Gated emergency vehicle access (EVA) is located between Buildings J and K. The project site plan is shown in Figure 2.




***Figure 2: Proposed Site Plan***

Except for Building C, all the buildings are one-story. Building C traverses the transition slope on the site and has a two-story element on the lower level where the grade steps down. Architectural interest is provided on the street-facing elevation of buildings with street frontage (Buildings A, K, J, and H) through varied roof forms, windows, metal awnings over windows, vegetation screen grates, and varied exterior finish materials. The remaining buildings have shallow shed roofs and little architectural detail. Building heights vary from approximately 13 feet to 22 feet and galvanized metal roofing is proposed. As a condition of approval, the roofing material shall be non-reflective. Six-foot wrought

iron fencing and gates are proposed between the buildings along Whitcomb Ave and Railroad St. Elsewhere, 6-foot cyclone security fencing with slats is proposed between the buildings around the perimeter of the site.

Figures 3, 4, and 5 illustrate the typical building elevations for a street-facing building (Figure 3), the typical perimeter building without a street-facing façade (Figure 4), and the two-story building (Figure 5). Exterior materials and colors are shown in Figure 6.

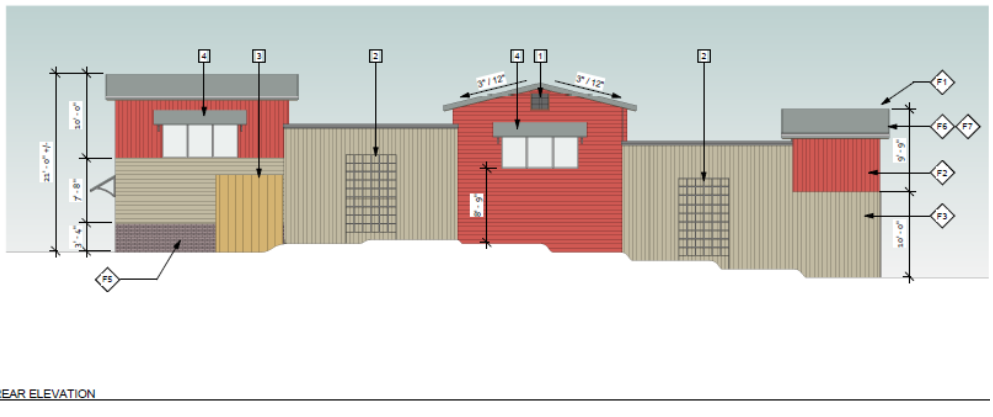



*Figure 3: Street elevation (Building A)*

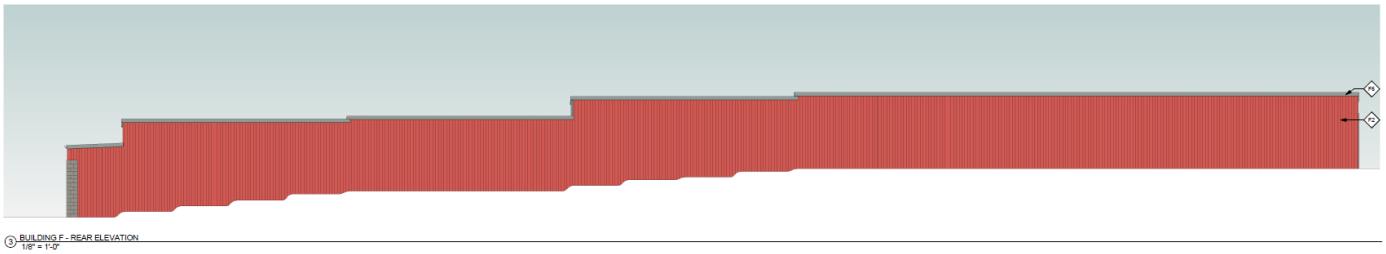



*Figure 4: Property line facing elevation (Building E)*

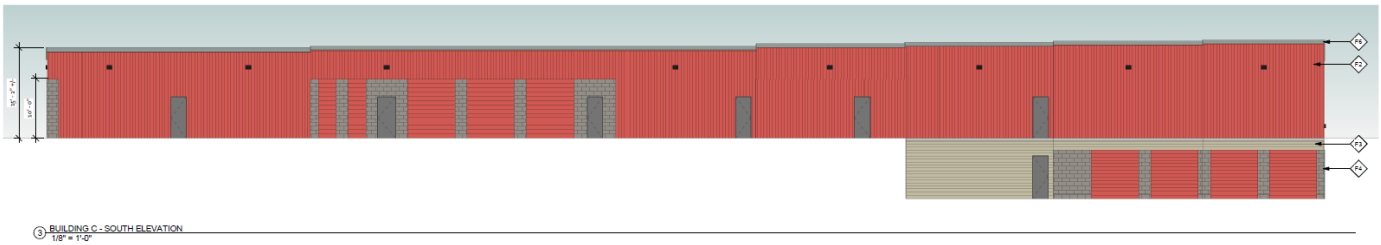



*Figure 5: South Elevation of the two-story building on the interior of the site (Building C)*




***Figure 6: Exterior materials and colors***

Landscaping consists of trees, shrubs, and ground cover vegetation. As a condition of project approval, a riparian vegetation plan shall be required, and the plant palette shall be revised to consist of locally native vegetation. Furthermore, the tree spacing around the perimeter of the project site shall not be greater than the mature canopy spread of the selected tree species, and in no case greater than 20 feet.

*Easements*

Public utility easements (P.U.E.), multi-purpose easements (M.P.E.), access easements, and drainage easements (D.E.) traverse the site as shown on Sheet C2 of the project plans. The purpose of the easements is to provide public utilities, drainage, and access to private property located behind (north) of the project site, and along much of the perimeter of the property. Easement #3 (in Table 2) straddles a property line that has been moved and is replaced with other easements that serve the same purposes.

The applicant proposes to modify and abandon several of the easements as described and illustrated in Table 2. Staff recommends accepting the applicant's proposed easement modifications. In the May 24, 2023 staff report, staff recommended Building G be shifted five feet south to maintain an existing10-foot drainage and public utility easement along the side property line of a vacant residential property (See easement 4.c in Table 2). The proposal at that time had a five-foot setback. The applicant has since revised the plans and now proposes a 10-foot setback which will avoid the easement and allow adequate space for vegetative screening between Building G and the adjacent vacant residential property, in compliance with the screening requirements of CMC section 17.176.040(E). Furthermore, this area will be preserved for future drainage purposes that might become necessary as vacant property uphill of the project site is developed.

The owner of adjacent properties to the west and north, Mr. Theodore Back, contacted the City to express concern with the proposed easement changes included in a prior iteration of the project. In response to the neighbor's concerns, the applicant agreed to restore the grade on the access easement along the west property line. A steep cross-slope was cut into the access easement by a prior property owner and the applicant has agreed to restore the grade to enable vehicular access over the easement, as shown in Figure 7 and in Site Section 2 on Sheet 4 of 4. Building B was also shifted a few feet farther from the edge of the access easement as a part of this change.

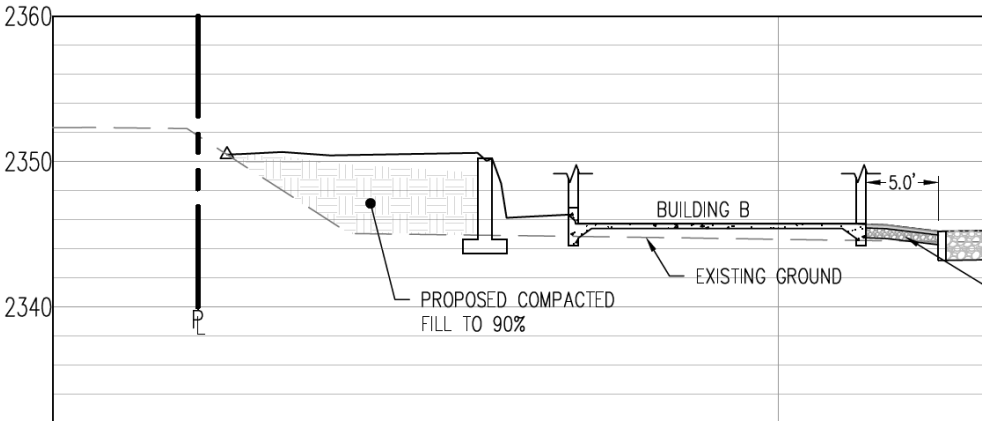
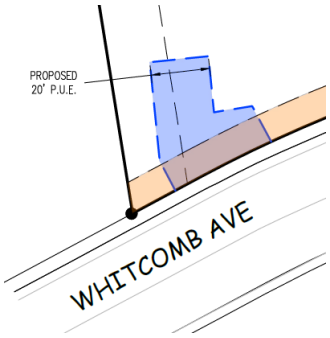
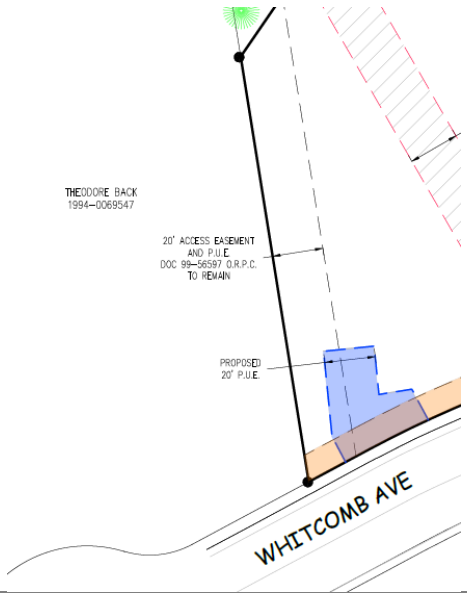
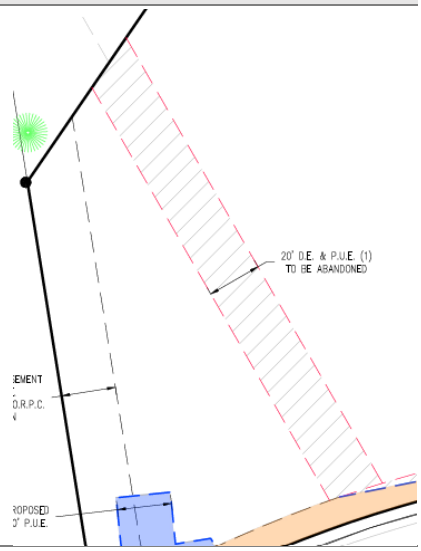
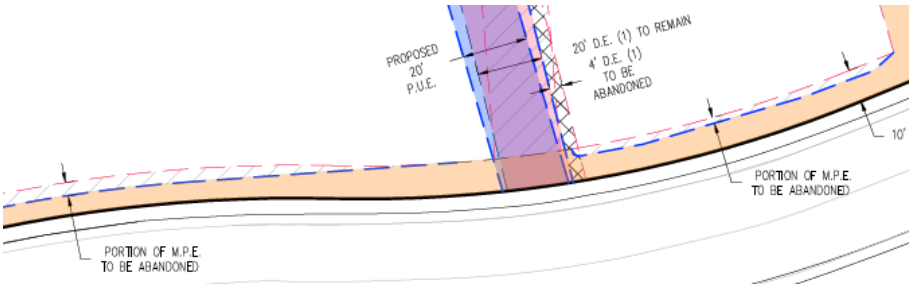
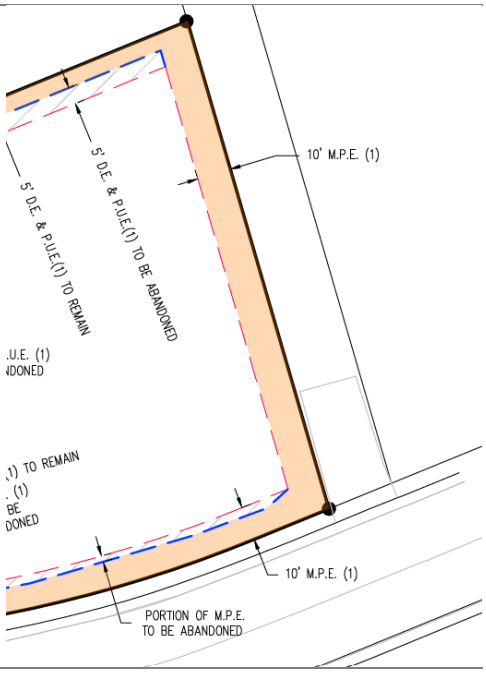


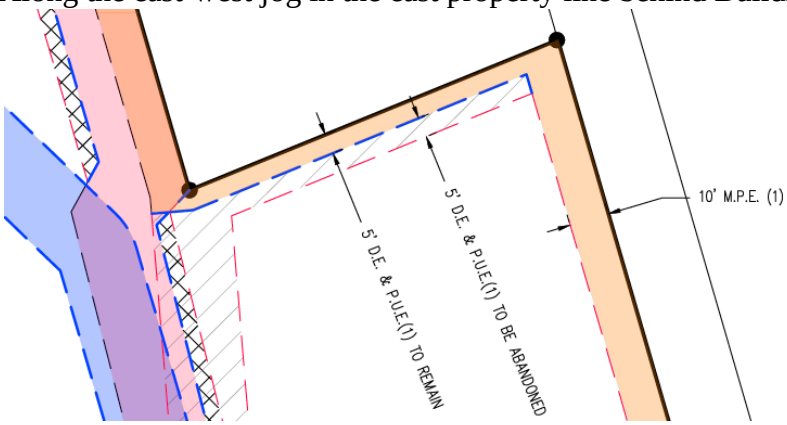
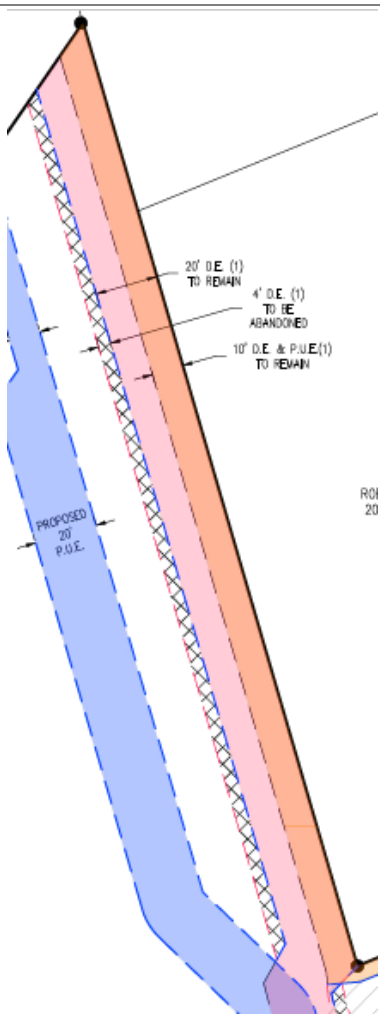

***Figure 7: Grade restoration at Access Easement along west Property Line***

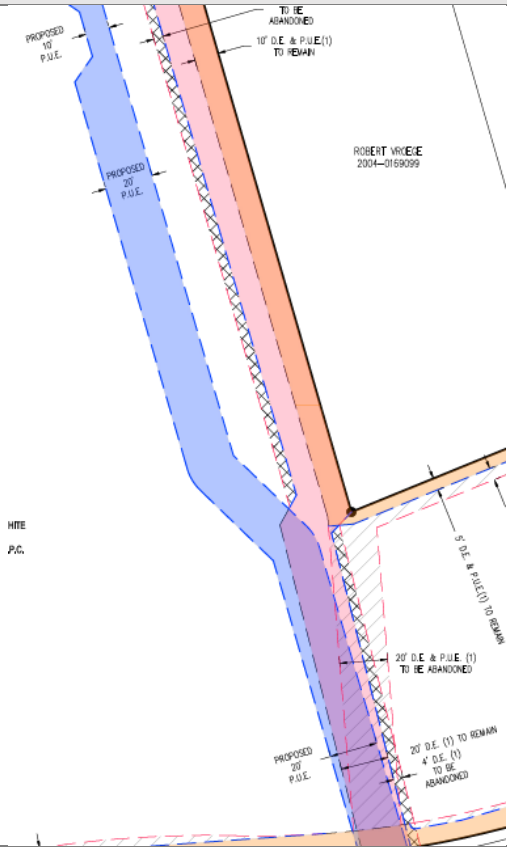
The applicant also agreed to provide a P.U.E. to allow utilities to connect from the lowest portions of Mr. Back's property located north of the project site to Whitcomb Ave. and thereby allow gravity flow for sanitary sewer service to the main located under Whitcomb Ave. The new P.U.E. is 20 feet wide, except for a small segment between Buildings E and F where it narrows to 10 feet (see Easement #6 in Table 2)

**Table 2: Easement disposition**

| | Easement Type | Proposed Disposition | Location | |
|---|---|---|---|---|
| **1.** | 20-foot P.U.E. | Newly proposed easement | At project entrance |   |
| **2.** | 20-foot access easement and P.U.E. | Existing easement to remain.<br><br>Grade will be restored to allow vehicular access, as described above. | Along west property line |   |

| | Easement Type | Proposed Disposition | Location |
|---|---|---|---|
| **3.** | 20-foot D.E. and P.U.E. | Existing easement proposed to be abandoned | Through Buildings A, C, and E near westerly property line   |
| **4.a** | 10-foot M.P.E. | Existing easement to be retained except in small areas (indicated between the blue and red lines) that are proposed to be abandoned. | Along the front property line   |
| **4.b** | 10-foot M.P.E. | Existing easement to be retained. | Along the east property line segment that has Railroad St. frontage.   |

| | Easement Type | Proposed Disposition | Location |
|---|---|---|---|
| **4.c** | 10-foot M.P.E. and D.E. | Existing easement to be maintained as is.<br><br>NOTE: The easement exhibit has not been updated to reflect the revised proposal which makes no change to the easement. | Along the east-west jog in the east property line behind Building G   |
| **5.** | 24-foot D.E. and 10-foot D.E. and P.U.E. | There is an existing 24-foot D.E. that does not have a defined location on the property but generally runs in a meandering path from the rear property line to the front property line. However, grading done by the previous property owner created a defined drainage channel along the east property line and diminished the feasibility of using the existing P.U.E along the same property line and piped the southerly most 150 feet of the watercourse. The applicant proposes setting a defined location to the 24-foot drainage easement and reducing its width by 4-feet. The 10-foot D.E. and P.U.E. would remain unchanged.<br><br>Easement #6 provides an alternative to the 10-foot P.U.E. next to the drainage channel. | Along the northerly segment of the east property line adjacent to the drainage channel.   |

| | Easement Type | Proposed Disposition | Location | |
|---|---|---|---|---|
| **6.** | 20-foot P.U.E. with 10-foot segment | New P.U.E. proposed to provide utility connection from the low point of the adjacent property to the north to Whitcomb Ave. | From the rear property line to the front property line parallel to the front of Building F and between Buildings C and I and J and K. (Shown in Blue) |  |



**Analysis**

Project consistency with the Colfax General Plan and the Zoning Title of the Colfax Municipal Code is provided in this section. Staff analysis of the project, as it relates to the applicable criteria, is provided in italics following each applicable criterion.

*General Plan*.

2.6.2.1 Encourage the location and development of businesses which generate high property and sales taxes, local employment and are environmentally compatible.

*The proposed project will not generate sales tax or provide a meaningful amount of local employment; however, it will generate additional property tax for the City.*

5.5.2 Design of the building incorporates articulation and details to create architectural interest.

*Buildings with street frontage are articulated with varied roof forms, windows, metal awnings over windows, vegetation screen grates, and varied exterior finish materials that add architectural interest. Buildings without street frontage have little articulation or architectural interest. As a condition of project approval, all buildings around the perimeter of the project shall be revised to incorporate architectural details like Buildings A, K, J, and H, subject to review and approval by the Planning Director.*

5.5.4 Materials or textures must wrap around the side of the building and not end abruptly.

*The building textures wrap around the building sides with the use of split-face CMU. As a condition of project approval, the architectural treatment of the street-facing ends of all buildings shall be similar that that of Buildings A, K, J, and H.*

5.5.6 Buildings should be oriented as to provide for landscaping and aesthetic value for passing traffic.

*Landscaping and enhanced architectural treatments are provided along the project's street frontages. Subject to conditions of approval, additional native vegetation shall be provided around the perimeter of the project.*

5.5.8 Site plan, elevations, textures, and colors shall take into consideration the character of surrounding buildings and development.

*Properties abutting the project site are vacant, however, the proposed development has a low single-story profile and will therefore not loom over adjacent sites. Subject to the conditions of approval, landscape screening will be incorporated around the perimeter of the project to soften its impact on adjacent properties, and architectural details will be added to the buildings.*

5.5.13 Site plans shall indicate pedestrian and bicycle linkage to adjacent properties.

*Sidewalks are included along the project's street frontage.*

5.6.4 Continuous and consistent tree planting will be used to form a canopy enclosure.

*As a condition of approval, the landscape plan shall be augmented with locally native evergreen trees around the perimeter of the project site spaced no farther than the mature canopy spread of the selected tree species, and in no case more than 20 feet.*

5.8.1 Maintain the community's character and appearance using traditional materials and building styles (Figure 5-3). Commercial development characteristics should reflect architectural features and building materials and building colors common during 1875 to 1920.

*While not in the Historic Overlay District, the project incorporates materials and design elements that connect it to the City's architectural past including the use of galvanized metal roofing, brick, and red siding.*

5.8.4 Articulate the different parts of the building's facade by use of color arrangement of facade elements or change in materials.

*As described in the analysis of policy 5.5.2, building facades with street frontage include articulation. As a condition of project approval, all perimeter buildings will include additional articulation, subject to review and approval by the Planning Director.*

5.5.5 Avoid blank walls. Utilize windows, wall articulation, or other such features.

*See responses to 5.5.2 and 5.5.4.*

5.8.1 Maintain the community's character and appearance through the use of traditional materials and building styles. Commercial development characteristics should reflect architectural features and building materials and building colors common during 1875 to 1920.

See response to 5.8.1.

5.11.1 All new or remodeled structures shall reflect the early railroad and/or a mountain/western style of architecture. Roofs shall be pitched rather than flat. Porches or covered entries shall be used. Brick, rock, or wood facades are preferred rather than block or stucco.

*See responses to 5,5,2 and 5.8.1.*

*Pitched roof elements are incorporated into buildings with street frontage. As a condition of approval, all buildings around the building perimeter shall be revised to include additional architectural interest and articulation, subject to the Planning Director's approval.*

5.11.2 Traditional materials such as wood and brick, are encouraged.

*Brick accents are incorporated into the building.*

5.9.1 Boxy building designs with no visual interest should be avoided.

*See responses to 5.5.2 and 5.5.4 along with the conditions of approval.*

5.21.2 New development shall conform to design guidelines as adopted by the City.

*Consistency with the adopted design guidelines is provided below.*

5.21.3 Ensure that street design is pedestrian in scale and incorporates landscaping.

*The project includes landscaping and sidewalks along the street frontages and the building facades are articulated to include architectural interest.*

5.21.6 New development shall be compatible with existing urban areas.

*See responses to 5.5.8 and 5.8.1.*

6.11.4 Encourage planting, preservation and replacement of native trees.

*As a condition of project approval, additional native trees and riparian vegetation shall be added to the project.*

6.11.4.11 Maintain, improve and where possible increase habitat areas in the Colfax Planning Area.

*Habitat area will be added with the planting of riparian vegetation along the drainage channel that is currently devoid of trees or shrubs.*

6.11.l.b Conserve and protect the water resources of the City of Colfax.

*The project includes stormwater quality features to control the flow and quality of water runoff from the project site. Furthermore, planting riparian vegetation along the water channel will enhance the quality of the City's water resources.*

6.11.3.A Enforce and implement code and development requirements that will protect water quality.

*See response to 6.11.1b*

**Zoning Ordinance**

Self-service storage facilities are allowed by-right in the Light Industrial zoning district subject to the quantitative standards of the code (setbacks, height, lot coverage, parking, etc.) and qualitative design guidelines (CMC Chapter 17.116), supplemental standards for self-service storage facilities (CMC Chapter 17.176) and design review (CMC section 17.32.010(C)).

Staff reviewed and found the project to be in compliance with the quantitative standards for setbacks, height, lot coverage, and parking, and an analysis of the project's compliance with the supplemental standards, design guidelines and design review criteria are provided below in italics.

*Supplemental Standards for Self-service Storage Facilities – CMC section 17.176.040*

In approving the design review permit for a self-service storage facility, the following criteria may be applied at the discretion of the City Council to protect public health, safety, and welfare and to ensure design compatibility, and are in addition to the general development standards set forth in Articles III and IV of the Zoning Code.

A. Architecture. The facility, including the caretakers/managers residence, the storage units and the office shall be designed using roof and building materials and colors compatible with adjacent developments.

*Properties abutting the project site are vacant, however, the proposed development has a low single-story profile and will therefore not loom over adjacent sites. Subject to the conditions of approval, landscape screening will be incorporated around the perimeter of the project to soften its impact on adjacent properties, and architectural details will be added to the buildings.*

B. Site Design. To minimize visual impact on the adjacent residences, self-service storage facilities shall be designed to:

i. Locate the project entry/exit as far as possible from the residential land use.

*The project entry/exit is near the west side property line which is opposite the residentially zoned property abutting the easterly side of the project site.*

ii. Locate the caretakers/managers residence and office as close as possible to the project entrance.

*A manager's residence is not provided, and the manager's office is next to the project entrance.*

iii. Setback the outdoor storage of materials a minimum of twenty (20) feet from the property lines adjacent to residential land uses.

*No outdoor storage areas are included in the project.*

iv. Setback all self-service storage buildings over one story in height a minimum of thirty (30) feet from the property lines adjacent to residential land uses.

*Except for the easterly side of Building C, all buildings proposed are one-story. The two-story portion of Building C is approximately 35 feet from the property line adjacent to the residentially zoned site to the east.*

C. Security. In addition to the requirements of the building security ordinance, to ensure security when self-service storage facilities are adjacent to residential land uses the police department may require security measures, such as controlled access, alarms or video cameras.

*Access to the site is controlled with a security gate and fencing. Furthermore, as a condition of project approval, during the Building permit plan check process, the project will be routed to the County Sheriff for review and any additional reasonable security measures required by the Sheriff's office will be added.*

D. Lighting. To minimize visual impacts to adjacent properties, self-service storage facilities shall provide the following:

i. No off-site glare through the use of cut-off lenses.

*As a condition of project approval, the manufacturer's detailed specifications shall be provided for all outdoor lighting to ensure compliance with this criterion.*

ii. Wall-mounted lights shall be located on the building below the roofline of the storage facility and shall be directed downward.

*Wall-mounted lights are below the roofline.*

iii. Parking lot lighting, in conjunction with vehicle storage, shall not exceed sixteen (16) feet in height, and shall be setback a minimum of fifty (50) feet from the property line adjacent to the residential land use and directed toward the parking lot.

*No vehicle storage is included in the project.*

E. Screening. To protect the views from adjacent residential land uses, the self-service storage facility shall provide adequate screening which may include:

i. A minimum six-foot high masonry screen wall shall be provided along the property line adjacent to any residential land use. The height of the wall shall be measured from the highest grade (either on site or the adjacent site); and/or
ii. Within the storage facility, a minimum ten-foot wide landscape planter with shrubs (minimum five gallon size) and evergreen trees (minimum fifteen-gallon size placed a minimum twenty (20) feet on center) shall be provided along the property line adjacent to any residential land use.

*As a condition of approval, additional landscaping shall be provided around the perimeter of the site consisting of locally native shrubs and evergreen trees consistent with the size and spacing requirements of this standard.*

F. Caretakers/Managers Residence. A caretaker's/manager's residence will only be approved as part of the storage facility where the owner provides assurances to the city that on-site management will acknowledge in writing that the facility is located within a commercial or industrial zone and therefore subject to the levels of noise and night-time lights which are ordinary and expected in those zones.

*The project does not include a manager's residence.*

*Design Guidelines – CMC Chapter 17.116*

A. All new or remodeled structures should reflect the early railroad and/or a mountain/western style of architecture.

*The project includes some design elements reminiscent of early railroad architecture with the use of corrugated metal roofing, brick, and red exterior siding.*

B. Traditional building materials such as simulated wood shingles, lap siding, board and batten, brick, and indigenous rock should be used.

*The project makes extensive use of metal siding oriented both vertically and horizontally with brick accents and metal roofing.*

C. Utilize varied materials, textures, or colors to create horizontal and vertical articulation.

*Buildings with street frontage are articulated with varied roof forms, windows, metal awnings over windows, vegetation screen grates, and varied exterior finish materials that add architectural interest. Buildings without street frontage have little articulation or architectural interest. As a condition of project approval, all buildings around the perimeter of the project shall be revised to incorporate architectural details like Buildings A, K, J, and H, subject to review and approval by the Planning Director.*

D. Commercial/business design characteristics should reflect architectural features common during 1875 to the early 1930s.

*Building materials such as the brick accents and metal roofing and the varied roof forms reflect architectural design features common to industrial development of the early 20th*

*century*.

E. Utilize established historic design features i.e. cornices, window types and sizes, recessed double doorways, etc.

*Gabled accent roof features, with shallow main roofs without eaves are common historic features of industrial buildings.*

F. Maintain the existing building/pedestrian scale.

*The proposed project enhances the pedestrian experience by adding sidewalks and landscaping along the project's street frontages. While the use itself does not lend to an interactive pedestrian experience, visual architectural interest is included in the buildings with street-facing facades.*

G. Differentiate building facades through the use of color, facade elements, or a change in materials.

*Street-facing facades employ a variety of materials, roof forms, and window awnings. As a condition of project approval, similar architectural features will be added to all the buildings around the perimeter of the site.*

H. Use appropriate window and awning styles, sizes, and spacing.

*Windows and metal awnings are used on the street-facing facades.*

I. Height and building mass should be in proportion to the surrounding buildings, trees, and terrain.

*Buildings are low-lying with minimal massing.*

J. Two stories or stepped hillside/split level construction is preferred, rather than long ware house buildings with no articulation.

*Buildings along the street are split to break up the long warehouse effect and articulated with varied roof forms, brick and CMU accents, windows, and window awnings. As a condition of approval, similar treatments shall be added to all the buildings around the perimeter of the site.*

K. Avoid a lack of architectural detail, which creates a plain appearance.

*Street-facing buildings have adequate architectural detail as described above and as a condition of project approval, architectural detail shall be added to all the buildings around the site's perimeter.*

L. Stucco, concrete slab, and metal exteriors generally detract from the community character and are discouraged.

*No stucco is used in the project. The project makes extensive use of metal siding and roofing*

*which is appropriate for the industrial location and its function.*

M. Landscaping should enhance the aesthetic appearance of the project. Innovative techniques or uses of alternative plants and planting schemes will be considered; a minimum of five percent of the gross area of the total parcel or lot should be landscaped; a minimum of two percent in conjunction with parking lot landscaping.

*As a condition of project approval, additional trees and shrubs shall be planted. Over 10% of the site is available for landscaping and landscaping is included around the front and one side of the parking area.*

N. Landscaping should consider conservation of water resources through the efficient use of irrigation, appropriate plant materials (i.e. appropriate plant zones), and regular maintenance of landscaped areas.

*As a condition of project approval, locally native landscape material shall be used. Furthermore, compliance with state law mandates water-efficient landscape plantings.*

O. A recommended list of trees, shrubs, and groundcovers is in Appendix 3 of this title. A mix of trees, shrubs, groundcovers, and surfacing materials is preferred, rather than planting the same species throughout the project in public areas.

*As a condition of project approval, a variety of locally native plantings shall be installed.*

P. Recommended surfacing materials: rocks, gravel, ornamental mulch materials, chips, or any other materials acceptable to the planning director. Not more than thirty (30) percent of the landscape area should be covered by surface materials.

Q. Minimum tree size should be fifteen (15) gallons.
R. Minimum shrub size one gallon, five gallon is preferred.
S. Planted areas shall be separated from vehicular areas and street rights-of-way by a concrete curb at least six inches high.

T. Perimeter landscaping is required for screening purposes:

- Adjacent to residential uses;
- Street frontage buffers;
- Along property lines, berms, hedges, or other features may be requested to differentiate boundaries of land uses.

*As a condition of approval, the landscape plan shall comply with the standards described in paragraphs P through T.*

Design Review (CMC section 17.40.070(B)(1)

*a.* The project as approved allows beneficial use to be made of the site for development, preserves and accentuates the natural features of the property, such as open space, topography, trees, wetlands and water courses, and provides adequate drainage for the project.

*The project allows the use of the site for a self-service storage facility, which is a use*

*permitted by right in the Light Industrial zoning district. Currently, there are no trees on the site and the project includes landscaping with trees, shrubs, and ground cover plantings. The existing drainage course on the property will be retained and a condition of approval, riparian vegetation will be planted along the drainage course. Storm water will be treated on-site prior to being discharged into the drainage course.*

*b.* The project site design as approved provides access, vehicle parking, vehicle, pedestrian and bicycle circulation, loading areas, landscaping and irrigation and lighting which results in a safe, efficient, and harmonious development and which is consistent with the applicable goals, policies and objectives set forth in the general plan and the design guidelines established for that zone district.

*As designed and subject to conditions of approval, the project provides vehicular, pedestrian, and bicycle access; pedestrian and bicycle circulation; loading areas; and landscaping, irrigation, and lighting in compliance with the requirements of the municipal code and is consistent with goals, policies and objectives of the general plan and design guidelines, as described above.*

c. The building design, including the materials, colors, height, bulk, size and relief, and the arrangement of the structures on the site, as approved is harmonious with other development and buildings in the vicinity and which is consistent with the applicable goals, policies and objectives set forth in the general plan and the design guidelines established for that zone district.

*Subject to conditions of approval, the building design and arrangement of the structures on the site are harmonious with other development in the vicinity and is consistent with goals, policies, and objectives of the general plan and design guidelines, as described above.*

d. The design of the public services, as approved, including, but not limited to trash enclosures and service equipment are located so as not to detract from the appearance of the site, and are screened appropriately and effectively using construction materials, colors and landscaping that are harmonious with the site and the building designs.

*Any public services proposed will be required to comply with screening requirements of the code, including trash enclosures and mechanical equipment.*

***Environmental Review***

The project qualifies for the following exemption from CEQA:

- Class 32 – In-fill Development Project exemption (CEQA Guidelines Section 15332) in that:

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

*As described in detail in this staff report, the project is consistent with the general plan land use designation, and subject to conditions of approval, it is consistent with the applicable zoning and regulations of the CMC.*

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

*The project is within the city limits of Colfax on a 2.56-acre site surrounded by urban uses.*

(c) The project site has no value as habitat for endangered, rare or threatened species.

*As documented in the August 2022 Biological Assessment prepared by Greg Matuzak Environmental Consulting, LLC the project site has low potential for special-status wildlife species to occur. Furthermore, the project is subject to standard pre-construction surveys that are broadly applied.*

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

*Self-service storage facilities have very low traffic generation rates, are not a source of noise, and are not known to be a significant source of air pollutants, therefore the project will have no significant effects related to traffic, noise, or air quality. Storm water will be treated prior to being discharged from the site and therefore the project will not have a significant effect on water quality.*

(e) The site can be adequately served by all required utilities and public services.

*The site has access to all required utilities and public services which can be provided without expansion.*

**Attachments**

1. Draft Resolution
2. Biological Assessment
3. Project plans

# City of Colfax
## City Council

Resolution № __-2023

APPROVING DESIGN REVIEW FOR THE DEVELOPMENT OF A NEW 332-UNIT SELF-SERVICE STORAGE FACILITY AT 143 WHITCOMB AVENUE (APN 101-230-061)

**WHEREAS,** on May 25, 2022, the applicant, Walter White and Jim Marconi submitted a Design Review application to develop a new 332-unit self-service storage facility consisting of 56,340 square feet in 10 single-story buildings and one split-level building with a two-story section on a vacant 2.56-acre site in the Light Industrial zone (IL); and,

**WHEREAS,** a notice of public hearing has been given at the time and in the manner required by State Law and City Code; and,

**WHEREAS,** on May 24, 2023, the City Council held a duly noticed public hearing to consider the Project, at which time all interested parties had the opportunity to be heard, the City Council reviewed and considered the staff report, all written comments received during the public review process and all oral and written comments submitted at the public hearing.

**NOW THEREFORE, BE IT RESOLVED, THAT** the City Council finds as follows:

1. Finds that the foregoing recitals are true and correct and incorporated herein by reference.

2. Based on its review of the entire record herein, the City Council finds that the Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) in that the project qualifies for a Class 32 exemption (In-fill Development Projects) under CEQA Guidelines section 15302 for the reasons described in the City Council Staff Report.

3. The City Council finds that the project is consistent with the goals, policies, and objectives of the Colfax General Plan; with the Design Guidelines of Chapter 17.116 of the Zoning Code; and with the supplemental development standards for self-service storage facilities of Chapter 17.176 of the Zoning Code, as described in detail in the City Council Staff Report.

4. Design Review - CMC section 17.40.070(B)(1)
   The City Council finds that the project meets the criteria for design review as follows:
   a. The project as approved allows beneficial use to be made of the site for development, preserves and accentuates the natural features of the property, such as open space, topography, trees, wetlands and water courses, and provides adequate drainage for the project.

      *The project allows the use of the site for a self-service storage facility, which is a use permitted by right in the Light Industrial zoning district. Currently, there are no trees on the site and the project includes landscaping with trees, shrubs, and ground cover plantings. The existing drainage course on the property will be retained and a condition of approval, riparian vegetation will be planted along the drainage course. Storm water will be treated on-site prior to being discharged into the drainage course.*

b. The project site design as approved provides access, vehicle parking, vehicle, pedestrian and bicycle circulation, loading areas, landscaping and irrigation and lighting which results in a safe, efficient, and harmonious development and which is consistent with the applicable goals, policies and objectives set forth in the general plan and the design guidelines established for that zone district.

*As designed and subject to conditions of approval, the project provides vehicular, pedestrian, and bicycle access; pedestrian and bicycle circulation; loading areas; and landscaping, irrigation, and lighting in compliance with the requirements of the municipal code and is consistent with goals, policies and objectives of the general plan and design guidelines, as described above.*

c. The building design, including the materials, colors, height, bulk, size and relief, and the arrangement of the structures on the site, as approved is harmonious with other development and buildings in the vicinity and which is consistent with the applicable goals, policies and objectives set forth in the general plan and the design guidelines established for that zone district.

*Subject to conditions of approval, the building design and arrangement of the structures on the site are harmonious with other development in the vicinity and is consistent with goals, policies, and objectives of the general plan and design guidelines, as described above.*

d. The design of the public services, as approved, including, but not limited to trash enclosures and service equipment are located so as not to detract from the appearance of the site, and are screened appropriately and effectively using construction materials, colors and landscaping that are harmonious with the site and the building designs.

*Any public services proposed will be required to comply with screening requirements of the code, including trash enclosures and mechanical equipment.*

5. Based on its review of the entire record herein, including the May 24, 2023 City Council Staff Report, all supporting referenced, and incorporated documents and all comments received and foregoing findings, the City Council hereby approves the Design Review application for the Project, subject to the following conditions of approval:

CONDITIONS OF APPROVAL
Standard Conditions of Approval

1. This approval shall expire twenty-four months from the date of approval, May 24, 2023, unless an extension is granted by the approving authority. (CMC section 17.36.140).

2. Plans submitted to the City of Colfax for purposes of construction shall be in substantial conformance with the plans and color/material board on file with the Planning Department dated March 23, 2023 except as modified by these conditions of approval. Any modifications to the approved plans or project description shall be subject to the approval of the Planning Department and may require a separate land use entitlement review process

3. At building permit issuance, the applicant shall provide the City with an electronic copy of final/approved construction documents in portable document (PDF) format.

4. Prior to the issuance of any construction permits, these conditions of approval shall be included with the plan set. A copy of the approved plans shall be maintained on-site when construction activities are occurring.

5. Prior to issuance of building permits, all applicable development impact fees shall be paid, and the total fees and exactions shall be provided to the City.

6. At all times the site shall be kept cleared of garbage and debris.

7. The project shall comply with all performance standards of Zoning Chapter 17.120 of the Municipal Code.

8. All plantings shall be maintained in good growing condition. Such maintenance shall include, where appropriate, pruning, mowing, weeding, cleaning of debris and trash, fertilizing and regular watering. Whenever necessary, planting shall be replaced with other plant materials to ensure continued compliance with applicable landscaping requirements. Required irrigation systems shall be fully maintained in sound operating condition with heads periodically cleaned and replaced when missing to insure continued regular watering of landscape areas, and health and vitality of landscape materials.

9. All tree stakes and ties shall be removed within one year following installation or as soon as trees are able to stand erect without support.

10. No signage is approved by this permit. Separate sign permits in compliance with the Colfax Municipal Code shall be obtained prior to the installation of signage.

11. Prior to commencing construction activities, a sign shall be posted on the site regarding the allowable hours of construction and contact information for complaints. Proof of sign installation shall be provided to the Planning Director prior to construction commencing.

12. All standpipes, check valves, and other utilities shall be placed underground or fully screened from view by decorative screening structures or landscaping to be reviewed and approved by the Planning Director.

13. The applicant shall defend, indemnify, and hold harmless the City or any of its boards, commissions, agents, officers, and employees from any claim, action, or proceeding against the City, its boards, commissions, agents, officers, or employees to attack, set aside, void, or annul any of the approvals of the project, when such claim or action is brought within the time period provided for in applicable State and/or local statutes. The City shall promptly notify the applicants/developers of any such claim, action, or proceeding. The City shall coordinate in the defense. Nothing contained in this condition shall prohibit the City from participating in a defense of any claim, action, or proceeding and if the City chooses to do so appellant shall reimburse City for attorneys' fees by the City.

<u>Planning Department Conditions of Approval</u>

14. Prior to the issuance of building permits, the applicant shall provide a physical sample of the proposed roofing material for review and approval by the Planning Department. The roof shall be non-reflective.

15. Prior to issuance of building permits, the applicant shall obtain Planning Department approval of a landscape plan that is revised as follows:

    a. Riparian vegetation consisting of locally native trees, shrubs, and ground cover shall be included along the drainage channel near the east property line.

b. Locally native trees shall be planted around the entire project perimeter and spacing shall not be greater than the mature canopy spread of the selected tree species, and in no case shall trees be more than 20 feet apart.

c. Locally native shrubs shall be added to the planting plan.

d. A mix of roughly the same number of 15-gallon and 24-box tree container sizes shall be used. At the applicant's discretion, trees in larger container sizes may be planted.

16. Building G shall be setback no less than 10 feet from the east-west segment of the east property line to avoid the existing drainage and public utility easement and to provide adequate space for landscape screening.

17. Prior to issuance of building permits, all buildings around the perimeter of the project shall be revised to incorporate architectural details such as varied roof forms, brick and CMU accents, windows, window awnings, and landscape grates like Buildings A, K, J, and H, subject to review and approval by the Planning Director. The treatments shall be added to the facades facing the property lines and shall also be added to the ends of buildings with street frontage, including Buildings B, H, and G.

18. Prior to issuance of building permits, the applicant shall obtain Sheriff approval of the plans and shall add additional reasonable security measures recommended by the Sheriff.

19. Alternate outdoor light fixtures that are shielded to prevent glare shall be used. Final light selection shall be subject to review and approval by the Planning Department.

20. Prior to any site work, the applicant shall implement the recommendations of the August 2022 Biological Assessment prepared for the project by Greg Matuzak Environmental Consulting, LLC.

Engineering Department Conditions of Approval

21. The applicant shall be responsible for all plan check and inspection costs. The Applicant shall establish a Developer Deposit Account with the City upon the initiation of plan check services.

22. Applicant shall submit a current Title Report.

23. Applicant shall submit site Improvement Plans, prepared by a registered Civil Engineer, for review and approval of the City. No grading or other construction shall be performed until the Improvement Plans have been approved and grading permit issued.

24. All improvements shall be designed in accordance with the City of Colfax Municipal Code, and applicable City, County and Placer County Water Agency (PCWA) public works standards (Public Works Standards).

25. The applicant shall obtain an Encroachment Permit for all improvements within the public right-of-way. Applicant shall post a performance and labor bond and materials payment bond (or other equivalent financial security) in the amount of 100% of the cost of the improvements to be constructed in the public right-of-way as improvement security to ensure the faithful performance of all duties and obligations required of applicant in the construction of the improvements. Such improvement security shall be in a form acceptable to the City Attorney. Such security shall be either a corporate surety bond, a letter of credit, or other instrument of credit issued by a banking institution subject to regulation by the State or Federal government and pledging that the funds necessary to carry out this Agreement are on deposit and guaranteed

for payment, or a cash deposit made either directly with the City or deposited with a recognized escrow agent for the benefit of the City.

26. A drainage report prepared by a California Registered Civil Engineer shall be submitted for review with the initial submittal of the Improvement Plans for the entire site. The report shall include hydrologic and hydraulic calculations to support the design and sizing of all public and private drainage facilities including storm drain structures and piping, detention facilities and weirs.

27. Provide a report, including calculations, demonstrating sufficient water pressure and flow for operation of fire hydrants and individual fire sprinklers systems to each building can be provided.

28. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review with the first Improvement Plan submittal. The report shall address, at a minimum, potential geologic hazards in the area, potential historic mine shafts and vents, possible presence of asbestos-bearing rock, R-values, expansive soils, infiltration rates, and seismic risk. The Improvement Plans and Reports shall incorporate all design and construction criteria recommended in the Geotechnical Report.

29. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction and documented on as-built plans.

30. The Applicant shall secure all necessary rights-of-way and public and private easements for both onsite and offsite improvements to the satisfaction of the City Engineer. Rights-of-way and easements shall be dedicated on the map or granted by separate instrument. The Applicant shall prepare all necessary legal descriptions and deeds.

31. All existing property lines, easements, and other encumbrances included in the Title Report shall be shown and labeled in the Improvement Plans with the topographic survey as an existing conditions plan.

32. The following shall be included in the project notes on the improvement plans.
    a. If an inadvertent discovery of cultural materials (i.e.. unusual amounts of shell, charcoal, animal bone, bottle glass, ceramics, burned soil, structure/building remains) is made during project-related construction activities, ground disturbances in the area of the find shall be halted and a qualified professional archaeologist, the City Planning Director and the Native American Heritage Commission shall be notified regarding the discovery. The archaeologist shall determine whether the resource is potentially significant as per CEQA (i.e. whether it is an historical resource, a unique archaeological resource, or a unique paleontological resource) and shall develop specific measures to ensure preservation of the resource or to mitigate impacts to the resource if it cannot feasibly be preserved in light of costs, logistics, technological considerations, the location of the find, and the extent to which avoidance and/or preservation of the find, is consistent or inconsistent with the design and objectives of the project. Specific measures for significant or potentially significant resources would include, but are not necessarily limited to, preservation in place, in-field documentation, archival research, subsurface testing, and excavation. The specific type of measure necessary would be determined according to evidence indicating degrees of resource integrity, spatial and temporal extent, and

cultural associations; and would be developed in a manner consistent with CEQA guidelines for preserving or otherwise mitigating impacts to archaeological and cultural artifacts.

b. In the event of the accidental discovery or recognition of any human remains, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains, until compliance with the provisions of Sections 15064.5(e((1) and (20 of the CEQA Guidelines, as well as Public Resources Code Section 5097.98, has occurred. If any human remains are discovered, all work shall stop in the immediate vicinity of the find and the County Coroner shall be notified, according to Section 7050.5 of the California Health and Safety Code. The City's Planning Director shall also be notified. If the remains are Native American, the Coroner will notify the Native American Heritage Commission, which in turn will inform a most likely descendant. The descendant will then recommend to the landowner appropriate disposition of the remains and any grave goods, and the landowner shall comply with the requirements of AB2641 (2006).

33. The following shall be included in the project notes on the improvement plans:
    c. The discharge of fuels, oils, or other petroleum products, chemicals, detergents, cleaners, or similar chemicals to the surface of the ground or to drainage ways on, adjacent to, the site is prohibited.
    d. If Best Management Practices are required for control of urban runoff pollutants, then any hazardous materials collected shall be disposed of in accordance with all applicable hazardous materials laws and regulations.

34. The applicant shall attempt to time the removal of potential nesting habitat for raptors and migratory birds to avoid the nesting season (February 1 through September 15).

    If vegetation removal and/or project grading or construction activities occur during the nesting season for raptors and migratory birds, the applicant shall hire a qualified biologist approved by the City to conduct pre-construction surveys no more than 14 days prior to initiation of development activities. The survey shall cover all areas of suitable nesting habitat within 500 feet of project activity and shall be valid for one construction season. Prior to the start of grading or construction activities, documentation of the survey shall be provided to the City of Colfax. If the survey results are negative, no further mitigation is required and necessary removal may proceed. If there is a break in construction activities of more than 14 days, then subsequent surveys shall be conducted.

    If the survey results are positive (active nests are found), impacts shall be avoided by the establishment of appropriate buffers. The biologist shall consult with the California Department of Fish and Wildlife (CDFW) and the City to determine the size of an appropriate buffer area (CDFW guidelines recommend implementation of 500-foot buffers). Monitoring of the nest by a qualified biologist shall be required if the CDFW determines that the activity has the potential to adversely affect an active nest.

    If construction activities are scheduled to occur during the non-breeding season (September 16 – January), a survey is not required and no further studies are necessary.

35. Access shall be maintained to APN 100-230-039 as included in the 20' Access Easement along the west side of the parcel.

36. Storm water treatment and detention shall be provided per the requirements of the final on-site project drainage analysis and meet local and State drainage requirements. Design of storm water treatment and detention facilities shall be subject to City standards and the review and approval of the City Engineer. The

perimeter of the development shall be protected against surface runoff onto adjacent properties in a manner acceptable to the City Engineer.

37. Applicant shall submit a video inspection report of the existing private 48-inch storm drain line to the outlet on the south side of Whitcomb Ave. and include any repairs with the Improvement Plans. If replacement is required below Whitcomb, reinforced concrete pipe (RCP) shall be installed from the outlet to a new manhole at the project property line.

38. Building structures shall not be allowed within the angle of repose to building foundations or above existing or proposed utilities including the existing 48-inch storm drain. The 48-inch storm drain line can be realigned to be placed within the proposed paved areas.

39. Any retaining walls necessary as a part of the site grading shall be included on the grading plan for review and approval of the City Engineer. Any retaining walls in excess of 3-ft in exposed height shall include design calculations prepared by a registered civil or structural engineer and submitted to the City Engineer and Building Department for review.

40. Building rooftops shall be protected from unauthorized access where adjacent to higher terrain/retaining walls. Improvement Plans to include typical sections along project perimeter to review security and grading issues.

41. Perimeter fencing or walls shall be designed to avoid pockets or areas difficult for law enforcement to visually inspect from Whitcomb Ave.

42. Dust control specifications shall be included on the Improvement Plans to minimize dust nuisance during construction. Dust control measures shall be developed to take into account the possible presence of asbestos bearing rock formations and the measures necessary to deal with this type of dust.

43. For the construction phase, the applicant shall comply with Placer County Air Pollution Control District regulations.

44. The applicant shall re-vegetate disturbed areas as soon as possible using native seed mixes and compatible plantings as specified by the Soil Conservation Service.

45. All public water service laterals or services (domestic and fire water supply) shall include approved backflow prevention devices as approved by PCWA.

46. Improvement Plans to include planting and irrigation plans. Planting plan to include native perennial shrubs along project frontage and native oaks along project perimeter subject to City review and approval. The applicant shall be responsible for permanent maintenance and irrigation of landscaping.

47. The applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by City staff.

48. The applicant, at his/her sole expense, shall repair existing public and private facilities damaged during the course of construction to the satisfaction of the City staff.

49. If any hazardous material is encountered during the construction of this project, all work shall be immediately stopped and the Cal Fire, Placer County Department of Environmental Health or other designated agency, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.

50. All new fire hydrants shall be securely covered with burlaps sacks or heavy-duty plastic until the hydrants have been tested and found to be in conformance with PCWA flow requirements. No storage of combustible materials or construction of buildings shall be permitted until all hydrants meet PCWA flow requirements.

51. The Improvement Plans shall include an erosion control plan for City review and approval. The plan shall identify protective measures to be taken during excavation, temporary stockpiling, any reuse or disposal, and revegetation. These measures shall conform to geotechnical reports, the City of Colfax requirements and the County of Placer Erosion and Sedimentation Control Standards and Specifications and the project Storm Water Pollution Prevention Plan (SWPPP).

52. All construction stormwater pollution prevention best management practices (BMP's) shall be installed as the first order of work and in accordance with the *State Water Resources Control Board's General Construction Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities* and the Applicant's SWPPP. All stormwater BMP's shall be maintained to the satisfaction of the Qualified SWPPP Developer (QSD), Qualified SWPPP Practitioner (QSP), and City staff.

53. All construction and grading activities on the site shall be governed by the City's noise ordinance and be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 a.m. on Saturday. No work shall be performed on Sunday or state and federal recognized holidays, unless approved by City Engineer.

54. Prior to APPROVAL OF THE IMPROVEMENT PLANS, the applicant shall:

    a. Submit a copy of the Notice of Intent and WDID# for coverage under the State Water Resources Control Board' General Construction Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities (Order 2009-0009-DWQ) and add the WDID# on the cover sheet of the Improvement Plans.

    b. Provide the following:
        1) Construction Storm Water Pollution Prevention Plan (SWPPP)
        2) Final Drainage Report

55. Provide written acknowledgment by the Geotechnical Engineer of Record that the Plans incorporate all design and construction criteria specified in the Geotechnical Report and include a signature block on the cover sheet of the Improvement Plans.

56. Prior to APPROVAL OF A BUILDING PERMIT, the Applicant shall:

    a. Pay all cash deposit account balances and current City, PCWA, School and Fire fees (Mitigation & Capacity) based on the rate <u>in effect at the time of permit issuance</u>.

    b. Complete the required PCWA water system improvements including the pressure reducing station and all necessary piping up to, and including the points of connection to the private water

system. Said improvements shall be tested to the satisfaction of the PCWA, City Engineer and Fire.

57. Prior to COMMENCEMENT OF CONSTRUCTION ACTIVITIES, the Applicant shall:

a. Pay off all current cash deposit account balances with the City.

b. Pay an inspection fee in an amount to be determined at the time of commencement for the City's inspection services.

c. Conduct a pre-construction meeting with representatives of the City whereby the Applicant, the Legally Responsible Person (LRP), Qualified SWPPP Practitioner (QSP), Qualified SWPPP Developer (QSD), and/or the Contractor provides the following:

(1) One (1) full-size bond and digital copies of the approved Improvement Plans for the City's use.
(2) One (1) digital copy of the SWPPP for the City's use.
(3) One (1) job-site copy of the SWPPP for use by the LRP, QSP, QSD, and Contractor.
(4) A list of inspections and special inspections required by the City Inspector, PCWA, and the site Geotechnical Engineer of Record per California Building Code Chapter 1, Section 110, and Chapter 17A.

58. Prior to OCCUPANCY OF ANY BUILDING, the Applicant shall:

a. Submit an inspector's punch list indicating that all of the improvements for each phase have been inspected and are constructed to his/her satisfaction.

b. Restore all adjacent off-site road surfaces to pre-project conditions.

c. Submit a certification by the Geotechnical Engineer of Record that all the work has been completed in substantial conformance with the recommendations in Soils Investigation/Geotechnical Report.

d. Submit testing certification for all backflow devices installed.

e. Provide a bond and digital (pdf) copy of the Improvement Plans that include all record drawing or field changes.

f. Provide a letter stating that all of the Developer's Conditions of Approval have been met.

g. Provide a letter from the Civil Engineer of Record certifying that all the site improvements were constructed and inspected in substantial conformance with the approved plans and City Standards.

h. Provide letter(s) from the Architect of Record, Structural Engineer of Record and all other design professionals who signed the building permit plan submittal indicating that all the building improvements have been constructed in substantial conformance with their plans.

i. Enter into and record a Post-Construction Stormwater Operations and Maintenance Agreement with the City.

END OF CONDITIONS

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

**Trinity Burruss, Mayor**

**ATTEST:**

**Marguerite Bailey, City Clerk**

# Whitcomb Avenue Commercial Project

# *Biological Resources Assessment*

*Prepared for:*

**Walter White and Jim Menconi (Project Applicants)**

9856 Spyglass Circle
Auburn, CA 95602

*Prepared by:*
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*August 2022*

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## Report Summary

The Biological Resources Assessment Report includes the biological results of the background research, biological resources field surveys, data analysis, and impact assessment for the Project area. The key findings of this report include the following:

- Seasonal drainage within the eastern section of the Project area includes an intermittent stream and riparian vegetation. The stream does not contain suitable habitat for the foothill yellow-legged frog (*Rana boylii*), a species listed as Endangered under CESA. This species has never been observed within the Project area or adjacent to it given the lack of suitable habitat for the species.
- No California Native Plant Society (CNPS) List 1, 2, 3, or 4 species have been documented and mapped within the Project area based on background research and the results of the special-status plant surveys conducted within the entirety of the Project area during the blooming period for each of the special-status plant species previously identified within 3 miles of the Project area.
- The disturbed central areas within the Project area contain marginal suitable habitat for the coast horned lizard (*Phrynosoma blainvillii*), a California Species of Concern. The coast horned lizard has not been observed within the Project area; however, a pre-construction survey to avoid impacting the species is recommended.
- No fill or dredge material will be placed in a "waters of the U.S.", including wetlands, or "waters of the State of California" from the implementation of the proposed Project. Therefore, a Clean Water Act permit and compensatory mitigation for wetland or drainage impacts will not be required.
- The central section of the Project area along Whitcomb Avenue contains some wetland associated plants; however, on closer inspection (including two shovel pits to evaluate the presence of hydric soils) indicators of hydric soils and wetland hydrology were not present. Therefore, the small area was not mapped as a jurisdictional federal or state wetland and no permitting is required to fill the area.

# 1 INTRODUCTION

At the request of SCO Planning & Engineering, Inc. ("SCO"), Mr. Greg Matuzak was retained to prepare a Biological Resources Assessment Report ("Biological Report") for the Whitcomb Avenue Commercial Project ("Project") located in the City of Colfax, Placer County, California (see Appendix A). The Biological Report includes an evaluation of sensitive biological resources within the Project area, including sensitive biological resources under the jurisdiction of the California Department of Fish and Wildlife ("CDFW"), United States Fish and Wildlife Service ("USFWS"), United States Army Corps of Engineers ("Corps"), and the City of Colfax Planning Department. Preparation of the Biological Report included background research, field biological resources surveys, and reporting as detailed herein.

Mr. Greg Matuzak, Principal and owner of Greg Matuzak Environmental Consulting LLC is a wetlands ecologist and wildlife biologist with 20 years of experience conducting aquatic resources delineations and biological resources assessments in Northern California. Mr. Matuzak is 40-hour Wetland Delineation Certified (Wetland Training Institute) and has conducted aquatic resources delineations for 100's of linear miles of projects and 1000s of acres of site development projects. Additionally, Mr. Matuzak has conducted special-status biological resources surveys and developed biological resources assessments for dozens of projects in Nevada and Placer Counties, including within the City of Colfax. Mr. Matuzak was responsible for the field data collection and assessment developed as part of the development of this Biological Report. Mr. Matuzak is on the Nevada County Planning Department's list of Qualified Biological Resources Consultants and is a Qualified Biologist per the CDFW's definition.

## 1.1 Project Location

The proposed Project is located in the City of Colfax and the proposed Project would be located along the northern side of Whitcomb Avenue in the City of Colfax, California (APN 100-230-061). The subject parcel fronts Whitcomb Avenue, which is located along the southern border of the subject parcel. The subject parcel is 2.56 acres in size and is bordered to the west by a vacant parcel and commercial development to the west and south of the subject parcel.

Access to the Project area is located to the west of Interstate Highway 80 (I-80) and Whitcomb Avenue can be accessed off of South Auburn Street, Railroad Street, or Glendale Road. Whitcomb Avenue ends just west of the Project area in a cul-de-sac. See the attached appendices for a Site Plan.

## 1.2 Project Understanding

The Project involves construction of approximately 318 mini storage units (ranging between 5'x5' and up to 12'x30'). Additionally, the Project will include a total of six (6) parking spots. The Project would access directly off of Whitcomb Avenue. See attached appendices for a Site Plan identifying the location of the proposed Project components within the subject parcel.

The proposed Project would involve the development of a vacant, vegetated, and partially graded and sloped parcel. The subject parcel hosts non-native vegetation, including annual grassland species and invasive shrub species. An intermittent drainage runs north-south along the eastern border of the subject parcel before entering into an underground, buried pipe that crosses Whitcomb Avenue and daylights again on the southern side of Whitcomb Avenue before continuing south. Due to previous site grading and topography, the western section of the subject parcel is approximately 2,345 feet above mean sea level (MSL) and the eastern section of the subject parcel is approximately 2,335 feet above MSL. The subject parcel is cut in half from north to south with a grade cut of approximately 8 to 10 feet between the western and eastern sections of the subject parcel. Grading would be required on the site and would be equalized so no fill would need to be imported or exported.

## 1.3 Biological Resources Assessment Purpose

The purpose of the Biological Report is to identify the location and extent of sensitive biological resources within the Project Area, including special-status plant and wildlife species. Additionally, this Biological Report includes an impact assessment to such sensitive biological resources based on the Project Understanding outlined in Section 1.2 above. Section 6 includes avoidance, minimization, and mitigation measures to ensure that the Project Area disturbance, based on the Project Understanding, would not have a significant impact on such sensitive biological resources. This Biological Report also satisfies the City of Colfax Code of Ordinances requirements for the protection of trees (Ordinance Code 12.16), the City of Colfax General Plan related to the protection of sensitive biological resources, and for the development of such biological resource assessments as they pertain to projects undertaken within the City of Colfax and subject to the California Environmental Quality Act (CEQA).

# 2 REGULATORY OVERVIEW

## 2.1 Federal Regulations

### 2.1.1 Section 404 of the Clean Water Act

The U.S. Army Corps of Engineers ("Corps") and the Environmental Protection Agency ("EPA") regulate the discharge of dredge or fill material into "waters of the U.S." under Section 404 of the Clean Water Act. "Waters of the U.S." include wetlands and lakes, rivers, streams, and their tributaries. Wetlands are defined for regulatory purposes as areas "…inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated solid conditions" as specified in 33 Code of Federal Regulations [CFR] 328.3, 40 CFR 230.3.

Generally, wetlands include swamps, marshes, bogs, and similar areas. Lakes, rivers, and streams are defined as "other waters of the U.S." Jurisdictional limits of these features are typically noted by the Ordinary High Water Mark ("OHWM"). The OHWM is the line on the shore established by the fluctuations of water and indicated by physical characteristics such as mark a clear, natural line impressed on the bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris, or other appropriate means that consider the characteristics of the surrounding areas (33 CFR 328 and 33 CFR 329).

Isolated ponds or seasonal depressions had been previously regulated as waters of the U.S. However, in *Solid Waste Agency of Northwestern Cook County* (SWANCC) *v. USACE et al.* (January 8, 2001), the U.S. Supreme Court ruled that certain "isolated" wetlands (e.g., non- navigable, isolated, and intrastate) do not fall under the jurisdiction of the CWA and are no longer under the jurisdiction of the Corps. Some circuit courts (e.g., *U.S. v. Deaton*, 2003; *U.S. Rapanos*, 2003; *Northern California River Watch v. City of Healdsburg*, 2006), though, have ruled that SWANCC does not prevent CWA jurisdiction if a "significant nexus" such as a hydrologic connection exists, whether it be man-made (e.g., roadside ditch) or natural tributary to navigable waters, or direct seepage from the wetland to the navigable water, a surface or underground hydraulic connection, an ecological connection (e.g., the same bird, mammal, and fish populations are supported by both the wetland and the navigable water), and changes to chemical concentrations in the navigable water is present due to water from the wetland.

Areas considered to be non-jurisdictional waters include non-tidal drainage and irrigation ditches excavated on dry land, artificially-irrigated areas, artificial lakes or ponds used for irrigation or stock watering, small artificial water bodies such as swimming pools, and water-filled depressions with no outlet for drainage (33 CFR, Part 328).

The *Clean Water Rule* is a 2015 regulation published by the EPA and Corps to clarify water resources management in the United States under a provision of the CWA. The regulation defined the scope of federal water protection in a more consistent manner, particularly over streams and wetlands, which have a significant hydrological and ecological connection to traditional navigable waters, interstate waters, and territorial seas. It is also referred to as the *Waters of the United States* rule, which defines all bodies of water that fall under U.S. federal jurisdiction. The rule has been contested in litigation and in 2017 the Trump administration announced its intent to review and rescind or revise the rule. Following a Supreme Court ruling on January 22, 2018 that lifted a nationwide stay on the rule, the Trump administration formally suspended the rule until February 6, 2020, thereby giving the EPA time to issue a draft proposal of replacement water regulatory requirements.

On October 22, 2019, the EPA and the Corps published a final rule to repeal the 2015 Clean Water Rule: Definition of "Waters of the United States" ("2015 Rule"), which amended portions of the Code of Federal Regulations (CFR), and to restore the regulatory text that existed prior to the 2015 Rule. The final rule will become effective on December 23, 2019. The EPA and the Corps will implement the pre-2015 Rule regulations informed by applicable agency guidance documents and consistent with Supreme Court decisions and longstanding agency practice.

### 2.1.2 Section 401 of the Clean Water Act

Section 401 of the CWA requires an applicant, for any federal permit which may result in a discharge into waters of the U.S., to obtain a certification from the state that the discharge will comply with provisions of the CWA. The nine regions of the State Water Quality Control Board administer this program. Any condition of water quality certification would be incorporated into the Corps permit. California has a policy of no-net-loss of wetlands and typically requires mitigation for impacts to wetlands before it will issue a water quality certification. This Project is located under the jurisdiction of Region 5, the Central Valley Regional Water Quality Control Board ("RWQCB").

### 2.1.3 Endangered Species Act of 1973

For the Project area, consultation with the USFWS would be necessary if a proposed action may affect a federally listed species or occupied habitat. This consultation would proceed under Section 7 of the Endangered Species Act (ESA) if a federal action is part of the proposed action or through Section 10 of the ESA if no such nexus were available (USFWS, 1973). There is a single federally protected plant species listed under the ESA that has previously been documented within the Colfax USFS Topographic Quadrangle (CDFW 2022), which is the valley elderberry longhorn beetle (*Desmocerus californicus dimorphus*), an ESA listed species as Threatened. The species is

not known to occur within the Project area and has a very low likelihood of occurring within the Project area given the lack of the species host plant, the elderberry shrub (*Sambucus cerulea*) within the Project area that the species requires.

### 2.1.4 Bald and Golden Eagle Protection Act

The Bald and Golden Eagle Protection Act (BAGEPA) (16 USC Section 668) protects bald and golden eagles and their nests from direct "take" (i.e. harm or harassment as described above). BAGEPA prohibits the take or commerce of any part of the bald or golden eagles (USFWS, 1940). The USFWS administers the Act and reviews actions that may affect species protected under the Act.

## 2.2 State Regulations

### 2.2.1 California Endangered Species Act

The California Department of Fish and Wildlife (CDFW) has jurisdiction over plant and wildlife species listed as threatened or endangered under section 2080 of the CDFW Code. The California Endangered Species Act (CESA) prohibits take of state-listed threatened and endangered species. The state Act differs from the federal Act in that it does not include habitat destruction in its definition of *take*. The CDFW defines *take* as "hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture, or kill." The CDFW may authorize *take* under the CESA through Section 2081 agreements. If the results of a biological survey indicate that a state-listed species would be affected by the project, the CDFW would issue an Agreement under Section 2081 of the CDFW Code and would establish a Memorandum of Understanding for the protection of state-listed species.

CDFW maintains lists for Candidate-Endangered Species and Candidate-Threatened Species. The foothill yellow-legged frog (*Rana boylii*) is listed as an Endangered species under the State ESA and is discussed in this Biological Report given the species is known to occur within the Colfax USGS Topographic Quadrangle (CDFW 2022). The foothill yellow-legged frog would not occur within the subject parcel given the lack of suitable habitat such as the required shade and rocky substrate that are lacking within the intermittent drainage located along the eastern border of the subject parcel.

### 2.2.2 Streambed Alteration Agreements: CDFG Code Section 1600 et seq.

CDFW has jurisdictional authority over substantial alterations to the bed or bank of rivers, streams, and lakes under Sections 1600–1616. CDFW has the authority to regulate all work under the jurisdiction of the State of California that would substantially divert,

obstruct, or change the natural flow of a river, stream, or lake; substantially change the bed, channel, or bank of a river, stream, or lake; or use material from a streambed.

An apparent intermittent drainage is located within the eastern border of the Project area would most likely be regulated by CDFW. Therefore, a CDFW Streambed Alteration Agreement may be required for encroachment into the bed and bank of the intermittent stream located within the eastern section of the Project area. However, no encroachment into the intermittent stream is proposed as part of the Project.

### 2.2.3 Porter-Cologne Water Quality Control Act & Section 1601 and Section 1607 of CDFG Code

These acts and codes pertain to projects with potential impacts to water quality or waterways. The Project area does contain an intermittent drainage along the eastern border of the subject parcel, which is a waters of the State as defined by the State Water Resources Board (State Board 2014).

### 2.2.4 State Water Resources Control Board Wetland Policy (April 2019)

On April 2, 2019, the State Water Resources Control Board (State Water Board) adopted rules to protect wetlands and other environmentally sensitive waterways throughout the state. More than 90 percent of California's historic wetlands have been lost to development and other human activity. Wetlands are a critical natural resource that protect and improve water quality, provide habitat for fish and wildlife, and buffer developed areas from flooding and sea-level rise. The newly adopted rules provide a common, statewide definition of what constitutes a wetland. They also provide consistency in the way the State Water Board and nine regional water boards regulate activities to protect wetlands and other waterways, such as rivers and streams, and bays and estuaries. The State of California waters of the state are, by definition, broader than "waters of the United States" covered by federal regulation. The newly adopted rules do not change that and will ensure that waters of the state will continue to be protected even if protections for federal waters are narrowed by administrative actions or the courts.

The new definition clarifies what is considered a wetland – and what is not – for the entire state, provides a common framework for monitoring and reporting the quality of California's remaining wetlands, helps ensure no overall net loss, and promote an increase, in the quantity, quality, and sustainability of waters of the state, including wetlands, improves transparency and consistency across the State Water Board and the nine Regional Water Quality Control Boards in how discharges of dredged or fill material in sensitive waterways are monitored and regulated, and avoids duplicative work and streamline requirements to cover all waters of the state, so both state and federal

environmental concerns are addressed at once.

### 2.2.5 California Department of Fish and Game Code Sections 3503, 3503.5, and 3800: Nesting Migratory Bird and Raptors

Sections 3503, 3503.5, and 3800 of the CDFG Code prohibit the take, possession, or destruction of birds, their nests or eggs. Implementation of the take provisions requires that project-related disturbance within active nesting territories be reduced or eliminated during critical phases of the nesting cycle (approximately March 1 – August 31). Disturbance that causes nest abandonment and/or loss of reproductive effort (e.g. killing or abandonment of eggs or young), or the loss of habitat upon which birds are dependent, is considered "taking", and is potentially punishable by fines and/or imprisonment (LCC 2013).

### 2.2.6 California Special Species of Concern, Fully Protected, and Special Status Species

California designates Species of Special Concern (SSC) as species of limited distribution, declining populations, diminishing habitat, or unusual scientific, recreational or educational values. These species do not have the same legal protection as listed species but may be added to official lists in the future (CDFW 2014). For example, the coast horned lizard (*Phrynosoma blainvillii*) is designated as SSC and the species is evaluated as part of this Biological Report since it has been identified within the Colfax USGS Topographic Quadrangle where the proposed Project is located.

In the 1960's California created a designation to provide additional protection to rare species. This designation remains today and is referred to as "Fully Protected" species, and those listed "may not be taken or possessed at any time" (CDFW 2014). There are no species designated as a Fully Protected species known to occur within or adjacent to the Project area.

California special status species are identified by the California Natural Diversity Database (CNDDB) and includes those species considered to be of greatest conservation need by the CDFW.

### 2.2.7 California Environmental Quality Act Guidelines Section 15380

California Environmental Quality Act (CEQA) Guidelines section 15380(b) provides that a species not listed on the federal or state list of protected species may be considered rare or endangered if the species can be shown to meet certain specific criteria. This section was included in the guidelines to deal primarily with situations in which a public agency is reviewing a project that may have a significant effect on, for example a "candidate species" that has not yet been listed by the USFWS or CDFW. CEQA,

therefore, enables an agency to protect a species from significant project impacts until the respective government agencies have had an opportunity to list the species as protected, if warranted (CNRA 2012).

Plants appearing on the California Native Plant Society (CNPS) California Rare Plant Rank (CRPR) are considered to meet CEQA's Section 15380 criteria. Ranks include: 1A) plants presumed extirpated in California and either rare or extinct elsewhere, 1B) plant rare, threatened, or endangered in California and elsewhere, 2A) plants presumed extirpated in California, but more common elsewhere, and 2B) plants rare, threatened, or endangered in California, but more common elsewhere. Impacts to these species would therefore be considered "significant" requiring mitigation.

### 2.2.8 State Oak Woodland Regulations

State laws that regulate protection of oak woodlands include Professional Forester's Law (PFL) and CEQA according to Public Resources Code Section 21083.4. Oak woodlands are defined as areas having 10% oak canopy cover or greater. "Oaks" are defined in Public Resources Code Section 21083.4 as a native tree species in the genus *Quercus*, that is 5 inches diameter at breast height (DBH) or greater. The Oak Woodlands Conservation Act (SB 1334) provides funding for the conservation and protection of oak woodlands in California. Oak trees and oak woodland habitats are protected under both the State and the Nevada County landmark groves and landmark oak tree regulations as discussed below.

## 2.3 Local Regulations

### 2.3.1 City of Colfax Tree Removal Regulations (Code of Ordinances 12.16)

**Article II - Tree Preservation Guidelines**

**12.16.080 - Purpose and intent.**

The purpose of establishing tree preservation guidelines is to maintain natural scenic beauty, improve air quality, water quality, reduce soil erosion, preserve significant natural heritage values, preserve wildlife habitat and help to reduce energy consumption for air cooling by providing shade. As development of vacant land occurs, loss of some tree cover may be unavoidable. The city's intent is to reduce the loss of tree to reasonably acceptable levels while encouraging cooperation between the development community, citizens and the city in attempting to retain tree cover within the city to the maximum extent possible. In the spirit of reasonableness these guidelines shall not categorically prohibit tree removal. It is

recognized that development of foothill topography and project-specific terrain may dictate tree removal. It shall be the policy of the city to preserve trees whenever feasible through the review of all proposed development activities where trees are present, while recognizing individual rights to develop property in a reasonable manner. (Ord. 472 § 1, 2000)

**12.16.090 - Authority.**

The city has an established planning application review process. The planning commission shall oversee enforcement of the tree preservation guidelines through project conditions of approval in conjunction with granting planning application approval. In the event planning commission approval is not required of the application the city manager or his or her designee shall oversee enforcement of the tree preservation guidelines. (Ord. 472 § 2, 2000)

**12.16.100 – Tree identification.**

Planning applications submitted to the city shall identify all trees on the property in excess of six inches in diameter, measured four and one-half feet from ground level. Trees to be saved and removed shall be clearly designated on the plan. Clearing of trees over six inches in diameter measured four and one-half feet from the ground is prohibited prior to issuance of a grading permit. (Ord. 472 § 3, 2000)

**12.16.110 – Tree preservation requirements.**

Innovative techniques or alternative project design shall be considered to preserve trees to the maximum extent feasible to retain conifers, oaks, maples and cedars. Preserving trees shall require installing bright colored mesh fencing, flagged stakes or some visible means of physical demarcation around the drip line of the tree(s) in the field prior to issuance of a grading permit. The drip line of a tree is the outermost edge of a tree's canopy. No movement of soil or earth material shall take place within the drip line of trees designated for preservation. (Ord. 472 § 4, 2000)

**12.16.120 – Tree replacement requirements.**

Trees enhance the aesthetic appearance of any project. When tree removal is unavoidable:

A. The applicant/developer shall replace and replant removed trees with an equal number of trees.

B. Minimum/maximum replacement trees shall range from one gallon to forty-eight (48) inch box container sizes mixed to create a natural horizon line.

C. A mix of tree species is preferred (rather than planting the same species throughout the project) to achieve a more natural, native appearance.

D. Hillside development shall preserve trees when feasible or be replanted immediately to prevent erosion. "Immediate" means prior to the issuance of a certificate of occupancy or final inspection.

E. Trees shall be irrigated and maintained by any and all subsequent owners for a minimum period of five years after installation in accordance with the Colfax design guidelines maintenance requirements:

1. Deposit with the city a maintenance bond, cash, letter of credit or its equivalent, in an amount equal to one-half the market value of landscaping and irrigation guaranteeing the proper care, treatment and maintenance of landscaping for a period of three years; or

2. Execute an agreement and equitable lien in an amount equal to the full market value of the landscaping and irrigation with the city, guaranteeing the lien shall cause a written letter of notification by the city to the owner of the real property within ten (10) days that the city will perform or have performed by a reputable landscaper any and all maintenance work it deems necessary and bring legal action against the owner for the frill cost of such maintenance work or foreclose such equitable lien as provided by law.

# 3 METHODOLOGY

In order to evaluate the Project area for the presence of any sensitive biological resources, baseline information from databases and reporting for similar projects in the City of Colfax and Placer County was collected and reviewed prior to conducting reconnaissance-level field biological surveys. The database searches, background research, and habitat level field surveys characterized the baseline conditions of the Project area. Based on the baseline conditions of the Project area, an assessment was implemented to determine if any special-status plant or wildlife species use the Project area at any time during their life cycle. The baseline conditions also identified the presence of any sensitive habitat or communities, including "waters of the U.S.," including wetlands, that have been identified and mapped within the Project area.

## 3.1 Sensitive Biological Resources Background Review

The following information was used to identify potential sensitive biological resources, including the presence of special-status plant and wildlife species, within the Project area region that could be found to use the Project area:

- California Department of Fish and Wildlife's California Natural Diversity Database records search of the Colfax USGS Topographic Quadrangle where the Project area is located (CDFW, 2022);
- The California Native Plant Society's online Inventory of Rare and Endangered Plants of California for the Project area and Placer County (CNPS, 2022);
- The U.S. Fish and Wildlife Service Information, Planning, and Consultation System (IPaC) for endangered, threatened, and proposed listed species for the Project area (USFWS, 2022);
- National Wetland Inventory map of the Project area (NWI, 2022);
- United States Department of Agriculture (USDA) Soils Mapper of the Project area (USDA, 2022);
- Natural Resources Conservation Service (NRCS) Hydric Soils List for Placer County (NRCS, 2022); and
- City of Colfax Municipal Code, Ordinances, and General Plan.

## 3.2 Reconnaissance Level Biological Resources Field Surveys

Reconnaissance-level biological resources field surveys were conducted on foot for the entirety of the Project area (2.56 acres) by Greg Matuzak, Principal Biologist and owner of Greg Matuzak Environmental Consulting LLC. An initial field meeting with the owner of the subject parcel and the Project applicant was conducted on July 9th, 2022.

Habitat level and biological resources surveys were not conducted on July 9th, 2022. However, a reconnaissance-level biological resources survey was conducted by Mr. Matuzak of the entirety of the subject parcel on August 6th, 2022. The purpose of the surveys completed in August 2022 was to identify habitat and vegetation types and to determine the potential for any special-status plant and wildlife species identified in the desktop analysis and background research to occur within the Project area. Additionally, the presence of an intermittent drainage and associated riparian habitat was evaluated as part of the site survey in August 2022.

Further evaluation of the Project area conducted on August 6th, 2022 included a focal evaluation of an area along the toe of slope of the graded slope that divides the western and eastern sections of the Project area. The focal survey conducted along the toe of slope was to determine the presence of hydrophytic vegetation and indicators of hydric soils and wetland hydrology, if they were present. Some wetland associated plants, including rushes (*Juncus sp.*) and sedges (*Carex sp.*), were identified within a small, narrow area within the toe of slope of the graded slope and continued to the curb associated with the subject parcel at Whitcomb Avenue. Upon closer evaluation, the toe of slope and area along the frontage with Whitcomb Avenue do not contain indicators of hydric soils or wetland hydrology and therefore, would not be mapped as wetlands regulated by state or federal agencies/regulators.

## 3.3 Project Area Characterization

The Project area has been disturbed by historic cut and fill practices, public access, and ongoing management for many years which is the baseline condition for the Project area. Within the Project area, the dumping of soils, landscape materials, and other miscellaneous items has also occurred for many years and the current circumstances are the baseline conditions. Areas not subject to this regular type of previous disturbance are dominated by mostly native habitat and, therefore, are also the baseline condition within and mostly adjacent to the Project area.

All vascular plant species identified at the time of the surveys were recorded using keys and descriptions in *The Jepson Manual* (Baldwin et al., 2012). Additionally, vegetation types have been classified by wildlife habitats/vegetation types using the California Department of Fish and Game's (CDFG) *A Guide to Wildlife Habitats* (Mayer and Laudenslayer, 1988). A list of plant and wildlife species identified within the Project area as part of the development of this Biological Report is located in the attached appendices.

# 4 ENVIRONMENTAL SETTING

## 4.1 Environmental Setting

The Project area is located in Placer County, CA in the northern-central Sierra Nevada foothills. The Sierra Nevada foothills lie between the western edge of the Sierra Nevada and the eastern border of the Central Valley. The foothills form a belt 10 to 30 miles wide that ranges from 500 to 5,000 feet in elevation in a series of northwest to north-northwest aligned ridges that decline in elevation from northeast to southwest. Many rapidly flowing rivers and streams run westerly in deeply incised canyons with bedrock channels to the Central Valley and eventually to the Pacific Ocean. Alluvial fans, floodplains, and terraces are not extensive; and all but the largest streams are generally dry during the summer. Dominant vegetation communities include non-native annual grasslands and riparian vegetation associated with the intermittent drainage along the eastern parcel boundary.

Vegetation communities within the Project area are typical of the lower Sierra Nevada foothills. However, the terrain within the central section of the Project area is not typical of the lower Sierra Nevada foothills that normally vary between flat ridges and valleys to gently and moderately sloping hillsides given the high level of disturbance within the central section of the Project area where cut and fill, and potentially grading impacts have occurred historically. The Project area elevation ranges from approximately 2,350 to 2,335 feet above mean sea level (MSL). The general topography slopes north to south and west to east within the subject parcel.

Natural hydrological sources for the Project area include precipitation and surface run-off from adjacent lands. Mean annual rainfall in the area is 47.06 inches (NRCS, 2022). There were no documented rain events over the previous month prior to the field surveys and as such, no surface water was documented within the intermittent drainage. The intermittent drainage runs along the eastern parcel boundary from north to south within the eastern section of the Project area. The intermittent drainage is not shown as a blue line feature or stream on any USGS or NWI maps that include the Project area. However, there is a line feature within the NWI mapping of the Project area that may represent a previous/historical drainage cutting north to south within the central portion of the subject parcel or it may represent an offset from the existing intermittent drainage along the eastern parcel boundary and may not accurately reflect the geographic position of the drainage within the subject parcel.

## 4.2 Project Area Soil Types

The USDA Soil Survey Mapper (USDA, 2022) identifies two soil types within the Project area. USDA soil mapping for the Project area is included in Appendix C and indicates that

the Project area contains the following soil types: Josephine loam, 2 to 9 percent slopes and Josephine loam, 9 to 15 percent slopes. These soil types are described in detail below and are shown in Appendix C and neither of these soils types are listed under the NRDC List of Hydric Soils for western Placer County where the Project is located:

- **Josephine Loam, 2 to 9 percent slopes (157).** The Josephine series consists of deep, well drained soils that formed in colluvium and residuum weathered from altered sedimentary and extrusive igneous rocks. Josephine soils are on broad ridgetops, toeslopes, footslopes, and side slopes of mountains. Slopes are 2 to 75 percent. The mean annual precipitation is about 45 inches and the mean annual temperature is about 50 degrees F.

- **Josephine Loam, 9 to 15 percent slopes (158).** mountains. Slopes are 2 to 75 percent. The mean annual precipitation is about 45 inches and the mean annual temperature is about 50 degrees F.

## 4.3 Project Area Vegetation Communities

Vegetation community types within the Project area are described below.

*Disturbed*

The Project area is considered a disturbed habitat type. The Project area contains a mix of fill material, asphalt, and gravel that have created a mix of non-native ruderal grassland vegetation and areas of barren ground. The disturbed area encroaches towards the eastern edge of the subject parcel. The riparian within the intermittent drainage is all invasive and non-native species and the vegetation ends at the top of the bank where a dense area dominated mostly by invasive Himalayan blackberry shrubs (*Rubus armenicus*) is located at the top of the drainage's bank. Himalayan blackberry and scotch broom (*Cytisus scoparius*) dominate the central cut and sloped area that runs north to south within the central portion of the subject parcel. There is additional scotch broom located along the frontage with Whitcomb Avenue and to the west and north of the Project area along the borders of the subject parcel. Common to the environmental setting of this habitat type are yellow star thistle (*Centaurea solstitalis),* garden burnett (*Poterium sanguisorba),* soft chess (*Bromus hordeaceous),* bisnaga (*Ammi visnaga),* and patches of Himalayan blackberry occur within the entirety of the subject parcel.

*Wetland Associated Plants*

Further evaluation of the Project area conducted on August 6th, 2022 included a focal evaluation of an area along the toe of slope of the graded slope that divides the western and eastern sections of the Project area and runs north to south within the subject parcel. The focal survey conducted along the toe of slope was to determine the

presence of hydrophytic vegetation and indicators of hydric soils and wetland hydrology, if they were present. Based on the initial site visit in July 2022, some wetland associated plants were identified along the toe of slope of the graded slope and runs all the way to Whitcomb Avenue where the vegetation spreads out a little wider due to the curb along Whitcomb Avenue being a barrier to any water flowing further south.

Some wetland associated plants, including rushes (*Juncus sp.*) and sedges (*Carex sp.*), were identified within a small, narrow area within the toe of slope of the graded slope and continued to the curb associated with the subject parcel at Whitcomb Avenue. Upon closer evaluation, the toe of slope and area along the frontage with Whitcomb Avenue do not contain indicators of hydric soils or wetland hydrology and therefore, would not be mapped as wetlands regulated by state or federal agencies/regulators. Two (2) shovel pits were taken, one in the central location of the subject parcel at the toe of slope of the cut slope, and the other at the southern end near Whitcomb Avenue where the vegetation becomes wider. The soils were identified as the following per the Munsell Soil Color Chart:

- 7.5YR 3/2 within the central section of the subject parcel at the toe of slope with no indicators of wetland hydrology present except for the drainage pattern artificially created by the cut slope. This soil color is not indicative of a hydric soil and indicators of wetland hydrology are not present at this location, which is representative of the toe of slope from approximately 50 feet north of Whitcomb Avenue to the northern end of the cut slope.
- 5YR 3/2 within the southern section of the subject parcel at the toe of slope where the area widens. This soil pit also showed no indicators of wetland hydrology present except for the drainage pattern artificially created by the cut slope and the curb along the frontage with Whitcomb Avenue that cuts off drainage within the subject parcel. This soil color is not indicative of a hydric soil and indicators of wetland hydrology are not present at this location, which is representative of the toe of slope from the southern edge of the subject parcel where the curb is located along Whitcomb Avenue to approximately 50 feet north along the cut slope.

The USDA Soil Survey shows the entirety of the subject parcel to be mapped as the Josephine Soil Series being mapped as Josephine loam, 9 to 15 percent slopes. The Josephine Soil Series is not identified within the NRCS Hydric Soils List for western Placer County where the subject parcel is located (see attached appendices for a USDA soils map of the subject parcel and the NRCS Hydric Soils List). Given the soil series is not included in the NRCS Hydric Soils List covering the subject parcel and given the clear lack of indicators for hydric soils and wetland hydrology to be present within the area surveyed, the toe of slope along the eastern edge of the cut slope does not represent

the required parameters to meet the definition of a wetland and regulated under the Clean Water Act. Therefore, this area within the subject parcel was not mapped as a regulated wetland and this area can be filled without notification to state and federal agencies given the lack of required wetland characteristics to be mapped as a regulated wetland.

# 5 RESULTS

Special-status species were considered for the Project area based on a current review of the CNDDB and database information provided by the United States Fish and Wildlife Service and California Native Plant Society as well as the reconnaissance-level biological resources surveys.

## 5.1 Special-Status Plant Species

Based on the results of the database searches, two (2) special-status plant species were identified as previously occurring within 3 miles of the Project area. Several other additional special-status plant species have been previously documented within the Colfax USGS Topographic Quadrangle that are not mapped within 3 miles of the Project area. A description of the special-status plant species previously known to occur within 3 miles of the Project area (CNDDB, 2022) are discussed below as well as a list of additional species previously identified within the Colfax USGS Topographic Quadrangle (see below and attached in the appendices). No special-status plant species were identified within the Project area during reconnaissance-level surveys and given the disturbed nature of the site and lack of suitable habitat for such species, special-status plant species have a very low potential to occur within the Project area. In addition, no USFWS Designated Critical Habitat (DCH) has been mapped by USFWS for any federally listed species within the vicinity of the Project area.

The following are the previously identified special-status plant species identified in the CNDDB within 3 miles of the Project area:

Scadden Flat checkerbloom *(Sidalcea stipularis) – Federally and CA State Endangered and California Native Plant Society List 1B.1*

Scadden Flat checkerbloom inhabits marshes and swamps between July and August. It is found in wet montane marshes fed by springs, normally between 2,295 and 2,395 feet above MSL. The species has been documented within 3 miles to the north of the Project area. Suitable habitat for this species does not occur within the Project area. Additionally, this species was not documented during the August 2022 surveys that included the Project area. Therefore, the potential for this species to occur within the Project area is considered nil to very low.

Brandegee's Clarkia (*Clarkia biloba ssp. brandegeeae*) – California Native Plant Society List 4.2

Brandegee's clarkia inhabits chaparral, cismontane woodland, and lower montane coniferous/mixed conifer forest habitats. It is most often found in road cuts between 75 and 915 meters above MSL. The species has been documented in several

locations within 3 miles of the Project area. During field surveys this species was not identified within the Project area and suitable habitat for this species is considered to be lacking within the Project area for this species. Given that this species is most likely found on or near road cuts on north facing slopes, the likelihood of this species occurring within the Project area is considered very low given the Project area does not include any road cuts on north facing slopes.

The following are the previously identified special-status plant species identified within Colfax Quad and not mapped within the CNDDB within 3 miles of the Project area:

*Sierra blue grass (Poa sierra) – California Native Plant Society List 1B.3*

Sierra blue grass is found in openings in lower montane coniferous forest, between 1,195 and 4,920 feet above MSL and blooms between April and July. There is no suitable habitat for this species in the Project area given the lack of montane hardwood-conifer forests within the Project area. The species has not been documented within 3 miles of the Project area (CNDDB 2022) and the species was not observed during the August 2022 field surveys. Therefore, the potential for the species to occur within the Project area is considered very low to nil given the lack of suitable habitat for this species within the Project area.

*Red Hills soaproot (Chlorogalum grandiflorum) – California Native Plant Society List 1B.2*

Red Hills soaproot is found in chaparral, cismontane woodland, lower montane coniferous forests on serpentinite and gabbroic substrates, between 800 and 5,545 feet above MSL and blooms between May and June. The species has not been documented previously within 3 miles of the Project area (CNDDB 2022). The species was not observed during the August 2022 field surveys. Potential for occurrence of this species is considered very low and not expected to occur within the Project area given the lack of mixed chaparral vegetation in gabbroic soils within the Project area.

Additional special-status plant species with no potential to occur within the Project area that have been previously documented within the Colfax Quadrangle, but have not previously been mapped within the CNDDB within 3 miles of the Project area:

- Humboldt lily (CNPS List 4.2)
- Congdon's onion (CNPS List 4.3)
- Sanborn's onion (CNPS List 4.2)
- Serpentine bluecup (CNPS List 4.3)
- Giant checkerbloom (CNPS List 4.3)
- Streambank spring beauty (CNPS List 4.2)
- Tripod buckwheat (CNPS List 4.2)

## 5.2 Special-Status Wildlife Species

Based on the results of the database searches, three (3) special-status wildlife species were identified as previously occurring within 3 miles of the Project area. Additionally, several other special-status wildlife species have been previously identified within the Colfax USGS Topographic Quadrangle and are listed below and in the attached appendices. A description of the special-status wildlife species previously identified within 3 miles of the Project area (CNDDB, 2022) are discussed below with a list of the other special-status species also documented within the Colfax USGS Topographic Quadrangle. No special-status wildlife species were identified within the Project area during reconnaissance-level surveys and given the disturbed nature of the site and lack of suitable habitat for such species, special-status wildlife species have a very low potential to occur within the Project area. In addition, no USFWS Designated Critical Habitat (DCH) has been mapped by USFWS for any federally listed species within the vicinity of the Project area.

The following are the previously identified special-status wildlife species identified in the CNDDB within 3 miles of the Project area:

*Coast horned lizard (Phrynosoma blainvillii) – CA State Species of Concern*

The coast horned lizard occurs in open sandy areas, scattered low bushes, chaparral, manzanita, and oak woodland habitats. It is found in the Sierra Nevada foothills from Butte County to Kern County and throughout the central and southern California coast. Coast horned lizards forage on the ground in open areas, usually between shrubs and often near ant nests. The species relies on camouflage for protections. Predators and extreme heat are avoided by burrowing into loose soil. Periods of inactivity and winter hibernation are spent burrowed in the soil under surface objects such as logs or rocks, in mammal burrows, or in crevices (Zeiner et al., 2000). They inhabit mostly open country, especially sandy areas, washes, flood plains and wind-blown deposits in a wide variety of habitats and can be found at elevations up to 8,000 feet (2,438 meters) (CaliforniaHerps, 2014).

This species has been documented within 3 miles of the Project area. There is marginal suitable habitat within the open disturbed areas within the Project area. As the central portion of the Project area contains the required open areas of exposed, sandy soils for this species, this species would be considered to have at least a very low potential to occur within the Project area. However, given the disturbed and developed nature of the Project area and surrounding parcels and given that no coast horned lizards were observed during the August 2022 reconnaissance-level biological surveys conducted within the Project area, it is very unlikely that this species would occur within the Project area.

*Foothill yellow-legged frog (Rana boylii) – Candidate as Threatened under CESA*

Foothill yellow-legged frogs inhabit partly shaded, shallow streams and riffles with a rocky substrate in a variety of habitats. The species requires at least some cobble-sized substrate for egg laying. The species requires at least 15 weeks to attain metamorphosis. These frogs are ectothermic, so ambient temperature affects the likelihood of detection of this species. Whether the life form is larval or subadult, both stages will shelter in place under substrate and emerge and become active with warmth (i.e., detection probability increases with temperature).

This species has been identified in several locations within 3 miles of the Project area. However, the species was not identified during reconnaissance-level biological surveys conducted within the Project area. Additionally, given the lack of a perennial stream with rocky substrate within the Project area, this species is considered absent from the Project area.

*Obscure bumble bee (Bombus caliginosus) – CDFW S1*

Obscure bumble bee was last documented within the vicinity of the City of Colfax in 1949, over half a century ago. It is only known from a collection of five individuals on June 1st of that year. Given the species has only been documented a single time within 3 miles of the Project area in 1949, there is an extremely low potential of the species occurring within the Project area.

Additional special-status wildlife species with no potential to occur within the Project area that have been previously documented within the Colfax Quadrangle, but have not previously been mapped within the CNDDB within 3 miles of the Project area:

- Fisher (State Species of Special Concern)
- Valley elderberry longhorn beetle (Federally threatened)
- Western pond turtle (State Species of Special Concern)
- Loggerhead shrike (State Species of Special Concern)
- Western pearshell (None)
- Western bumble bee (None)

*Nesting raptors and other migratory bird species - Protected under CA State DFG Code Sections 3503, 3503.5, and 3800*

There is a low potential for nesting raptors and other nesting migratory bird species to occur within and directly adjacent to the Project area. The Project area contains suitable nesting habitat for bird species, such as tree nesting species (in trees directly

adjacent to the subject parcel) and ground nesting species like the spotted towhee (*Pipilo maculatus*) and dark-eyed junco (*Junco hyemalis*). Additional species that are known to nest in shrub and tree habitat have the potential to nest within the Project area though the likelihood is considered low given the level of disturbance within and adjacent to the Project area. The nesting season for raptors and other protected nesting birds within the Project area occurs between March 1st and August 31st.

# 6 CONCLUSIONS AND RECOMMENDATIONS:

These conclusions and recommendations are based on the findings of this Biological Report and the impact assessment based on the Project Understanding outlined in Section 1.2 above. The impact assessment and recommendations below are based on the proposed Project components that would require disturbance within the Project area. These project components area included in the Site Plan attached in Appendix B and are outlined in Section 1 above. A total of 318 storage units are planned within an area of approximately 56,640 square feet within the subject parcel. Additionally, six (6) individual parking spaces are proposed. A new access drive into the Project area off of Whitcomb Avenue is also proposed. There will be a minimum buffer from the eastern parcel boundary where the intermittent drainage is located and therefore, the proposed Project would be set off of the drainage and outside of any riparian vegetation associated with the intermittent drainage.

For sensitive biological resources that have the potential to be impacted by such disturbance, avoidance, minimization, and mitigation measures are proposed to ensure that such disturbance does not cause a significant impact on any sensitive biological resources within the Project area.

**Proposed Avoidance, Minimization, and Mitigation Measures**

## 6.1 Potential Impacts to Special-Status Plant Species

Special-status plant surveys were conducted within the Project area during August 2022, which coincides with the blooming period of several of the special-status plant species that have been previously identified within 3 miles of the Project area and within the Colfax USGS Topographic Quadrangle. No special-status plants were documented within the Project area during the site visits and surveys conducted as part of the development of this Biological Report. Therefore, there is a very low likelihood that the Project area would contain a protected special-status plant species listed by CNPS and per CEQA requirements based on the results of the August 2022 surveys of the Project area.

Disturbance related impacts to CNPS list 3 and list 4 species ***would not*** be considered a "significant" impact requiring additional mitigation under CEQA Guidelines Section 15380. Therefore, the proposed Project would have a **less than significant** impact on special-status plant species, if present during such disturbance given the CNPS 1B.1, 1B.2, and 1B.3 species previously documented within 3 miles of the Project area and within the Colfax USGS Topographic Quadrangle have a very low likelihood to occur within the Project area and would not be impacted by the proposed Project.

## 6.2 Potential Impacts to Special-Status Wildlife Species

The coast horned lizard is the terrestrial special-status wildlife species with at least some potential to occur within the Project area, even though the species has not been observed within the Project area. Therefore, this species is in addition to potential nesting raptors that have some potential to occur within the Project area as discussed in detail below.

*Coast horned lizard*

**Occurrence:** There is potential suitable habitat within the open disturbed and disturbed sections of the Project area. In addition, the Project area includes the required open areas of exposed, sandy soils for this species within those habitat types. Therefore, this species has a low potential to occur within the Project area.

**Mitigation:** Prior to disturbance within the areas of the Project area that contain suitable habitat for the species, a pre-construction survey for the species shall be conducted prior to any disturbance within those disturbed and developed areas of the Project area in order to avoid direct impacts to the species. If the species is documented during pre-construction surveys, a qualified wildlife biologist would have the authority to move individual coast horned lizards outside of the proposed disturbance area(s) in order to avoid an impact to this species. Once the coast horned lizard(s) have been removed from the disturbance area(s) and out of harms way, the proposed work would no longer pose a risk to individuals of the species.

Therefore, the proposed Project would have a **less than significant** impact on the coast horned lizard with the implementation of the mitigation measures outlined above.

## 6.3 Potential Impacts to Nesting Raptors and other Protected Bird Species

Given the Project area is located adjacent to many larger trees and the Project area is dominated by non-native annual grassland and shrub species that may contain suitable habitat for nesting raptors and other protected bird species, removal of such trees and shrubs should be done outside the breeding season, if possible, to avoid potential impacts to such protected nesting bird species. The breeding season for raptors and MBTA protected bird species in the vicinity of the Project area is generally from March 1 to August 31. Vegetation clearing or tree removal outside of the breeding season for such bird species would not require the implementation of any avoidance, minimization, or mitigation measures. However, construction or development activities during the breeding season could disturb or remove occupied nests of raptors and would require the implementation of a pre-construction survey within 250 feet of the any

disturbance area within the Project area for nesting raptors and other protected bird species within 14 days prior to disturbance.

**Avoidance:** Vegetation clearing or tree removal outside of the breeding season for such bird species and/or avoidance of such potential nesting habitat would not require the implementation of any avoidance, minimization, or mitigation measures.

**Mitigation:** Construction or disturbance activities during the breeding season could disturb or remove occupied nests of raptors and/or protected bird species and would require the implementation of a pre-construction survey within and adjacent to any proposed disturbance area within the Project area for nesting raptors and other protected bird species within 14 days prior to disturbance. The nesting survey radius around the proposed disturbance would be identified prior to the implementation of the protected bird nesting surveys by a CDFW qualified biologist and would be based on the habitat type, habitat quality, and type of disturbance proposed within or adjacent to nesting habitat.

If any nesting raptors or protected birds are identified during such pre-construction surveys, trees or shrubs or grasslands with active nests should be not be removed or disturbed and a no-disturbance buffer should be established around the nesting site to avoid disturbance or destruction of the nest site until after the breeding season or after a qualified wildlife biologist determines that the young have fledged. The extent of these buffers would be determined by a CDFW qualified wildlife biologist and would depend on the special-status species present, the level of noise or construction disturbance, line of sight between the nest and the disturbance, ambient levels of noise and other disturbances, and other topographical or artificial barriers. These factors should be analyzed by a qualified wildlife biologist to make an appropriate decision on buffer distances based on the species and level of disturbance proposed in the vicinity of an active nest.

Therefore, the proposed Project would have a **less than significant** impact on nesting raptors and other protected bird species with the implementation of the mitigation measures outlined above.

## 6.4 Potential Impacts to Clean Water Act Regulated "Waters of the U.S.," Including Wetlands

A single intermittent drainage is the only wetland or stream feature identified within the Project area and it is assumed to fall under Corps jurisdiction pursuant to Section 404 of the CWA. The RWQCB pursuant to Section 401 of the CWA also has jurisdiction over areas subject to regulation by the Corps under Section 404 of the CWA. As detailed in the CWA, any proposed action that would place fill or dredge material within areas identified as Corps jurisdictional wetlands or waters would require a Department of the

Army Section 404 permit and a RWQCB Section 401 Water Quality Certification, or waiver thereof, prior to the placement of fill or dredge material within such features. Fill or dredge impacts to any features regulated under Sections 404 and 401 of the CWA would be required to be mitigated at a minimum of a 1:1 ratio. Compensatory mitigation would be included as a Section 404 and Section 401 permit condition to be implemented prior to the placement of such dredge and fill material within a "waters of the U.S.," including wetlands, and would ensure the no net loss of such features within the Project area.

Given that no fill or dredge material is proposed to be placed within the intermittent drainage as part of the proposed Project, the proposed Project would have a **less than significant** impact on CWA regulated "waters of the U.S." including wetlands.

## 6.5 Potential Impacts to Stream and Riparian Zones Under CDFW Jurisdiction

Any substantial alteration to the intermittent drainage within the Project area would likely fall under CDFW jurisdiction as the drainage contains a bed and bank and riparian vegetation along its banks. Any proposed alteration of any stream would most likely require a Streambed Alteration Agreement from the CDFW pursuant to Section 1600 *et. seq.* of the California Fish and Wildlife Code prior to construction, including any disturbance within the intermittent drainage within the Project area.

Given that there will be a minimum proposed 20-foot setback from the eastern parcel boundary where the intermittent drainage flows north to south, no impacts to the bed and bank of the intermittent drainage will occur, nor will any impact to associated riparian vegetation within the intermitted drainage occur. Therefore, the proposed Project would have a **less than significant** impact on CDFW regulated streams and any associated riparian habitat. A Streambed Alteration Agreement with CDFW for such impacts would not be required as the Project is presently proposed.

## 6.6 City of Colfax Tree Removal Regulations (Code of Ordinances 12.16)

The Project applicant will comply with the City of Colfax tree removal regulations (Code of Ordinances 12.16). Trees that will be preserved within the Project area that are located directly adjacent to proposed disturbance shall require the installation of bright colored mesh fencing, flagged stakes or some visible means of physical demarcation around the drip line of the tree(s) in the field prior to issuance of a grading permit. No movement of soil or earth material shall take place within the drip line of trees designated for preservation.

Trees that will be removed within the subject parcel will comply with the City's ordinance by implementing the following to mitigate for trees to be removed:

A. The applicant/developer shall replace and replant removed trees with an equal number of trees.

B. Minimum/maximum replacement trees shall range from one gallon to forty-eight (48) inch box container sizes mixed to create a natural horizon line.

C. A mix of tree species is preferred (rather than planting the same species throughout the project) to achieve a more natural, native appearance.

D. Hillside development shall preserve trees when feasible or be replanted immediately to prevent erosion. "Immediate" means prior to the issuance of a certificate of occupancy or final inspection.

E. Trees shall be irrigated and maintained by any and all subsequent owners for a minimum period of five years after installation in accordance with the Colfax design guidelines maintenance requirements:

1. Deposit with the city a maintenance bond, cash, letter of credit or its equivalent, in an amount equal to one-half the market value of landscaping and irrigation guaranteeing the proper care, treatment and maintenance of landscaping for a period of three years; or

2. Execute an agreement and equitable lien in an amount equal to the full market value of the landscaping and irrigation with the city, guaranteeing the lien shall cause a written letter of notification by the city to the owner of the real property within ten (10) days that the city will perform or have performed by a reputable landscaper any and all maintenance work it deems necessary and bring legal action against the owner for the frill cost of such maintenance work or foreclose such equitable lien as provided by law.

The proposed Project would have a **less than significant** impact on trees within the subject parcel with the implementation of the mitigation measures outlined above, if any trees are to be removed within the subject parcel.

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# Appendix A

# Project Overview Area Figure

PRINT

# Placer County Assessor

California

## Property Information

| | |
|---|---|
| **Assessor Parcel Number(APN)** | 100-230-061-000 |
| **Assessment Number** | 100-230-061-000 |
| **Tax Rate Area(TRA)** | 002000 |
| **Current Document Number** | 2005R0054076 |
| **Current Document Date** | 4/29/2005 |
| **SitusAddr** | |
| **Property Type** | VACANT INDUSTRIAL |
| **Lot Size(Acres)** | 2.56 |
| **Lot Size(SqFt)** | 111406.00 |
| **Asmt Description** | 2.56 AC PAR B, POR PAR C & D PMOR 19 71 |
| **Asmt Status** | ACTIVE |

## Roll Values

| | |
|---|---|
| **Land** | $547,280.00 |
| **Structural Imprv** | $0.00 |
| **Fixtures Real Property** | $0.00 |
| **Growing Imprv.** | $0.00 |
| **Total land & Improvemnets** | $547,280.00 |
| **Fixtures Personal Property** | $0.00 |
| **Personal Property** | $0.00 |
| **Manufactured Homes** | $0.00 |
| **Homeowners Exemption(HOX)** | $0.00 |
| **Other Exemptions** | $0.00 |
| **Net Assessed Value** | $547,280.00 |

## Building Description

| | |
|---|---|
| **Building Seq. Number** | |
| **Unit Seq. Number** | 0 |

| | |
|---|---|
| **Building Code** | |
| **Current Doc Num** | 2005R0054076 |
| **Building Square Footage** | |
| **Number of units** | |
| **Building Type** | |
| **Garage Size** | 0.00 |
| **UnFinished Square Footage** | |
| **Year Built** | |
| **Bedrooms** | |
| **Full Baths** | |
| **Half Baths** | |
| **FirePlaces** | |
| **Pools** | |


## Matthew R. Maynard

**Assessor**

**2980 Richardson Dr Auburn, CA, 95603**

**530-889-4300**

**assessor@placer.ca.gov**


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# Appendix B

# Site Plan

# Appendix C

# USDA Soils Map

# Soil Map—Placer County, California, Western Part




Map Scale: 1:1,310 if printed on A landscape (11" x 8.5") sheet.

N

Meters: 0 15 30 60 90

Feet: 0 50 100 200 300

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84

## MAP LEGEND

**Area of Interest (AOI)**

- Area of Interest (AOI)

**Soils**

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

**Special Point Features**

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

**Water Features**

- Streams and Canals

**Transportation**

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

**Background**

- Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Placer County, California, Western Part
Survey Area Data: Version 13, Sep 3, 2021

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 8, 2019—Jun 21, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

# Map Unit Legend

| Map Unit Symbol | Map Unit Name | Acres in AOI | Percent of AOI |
|---|---|---|---|
| 157 | Josephine loam, 2 to 9 percent slopes | 1.8 | 55.4% |
| 158 | Josephine loam, 9 to 15 percent slopes | 1.4 | 44.6% |
| **Totals for Area of Interest** | | **3.2** | **100.0%** |

# Appendix D

# National Wetland Inventory (NWI) Map

U.S. Fish and Wildlife Service
National Wetlands Inventory

# Whitcomb Avenue Project NWI Map




July 24, 2022

**Wetlands**

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

# Appendix E

## Plants and Wildlife Observed During Site Surveys

**Plant and Wildlife Species Observed during the Subject Parcel**

**Site Surveys on August 6th, 2022**

| Common Name | *Scientific Name* | *Species Status* |
|---|---|---|
| **Plants** | | |
| buttercup spp. | *Ranunculus* spp. | *Not FESA, CESA, or CNPS listed* |
| California wild rose | *Rosa californica* | *Not FESA, CESA, or CNPS listed* |
| California black oak | *Quercus keloggii* | *Not FESA, CESA, or CNPS listed* |
| carex spp. | *Carex* spp. | *Not FESA, CESA, or CNPS listed* |
| common mouse ear chickweed | *Cerastium fontanum* | *Not FESA, CESA, or CNPS listed* |
| common mullein | *Verbascum Thapsus* | *Not FESA, CESA, or CNPS listed* |
| common mustard | *Brassica rapa* | *Not FESA, CESA, or CNPS listed* |
| common periwinkle | *Vinca minor* | *Not FESA, CESA, or CNPS listed* |
| common sheep sorrel | *Rumex acestocella* | *Not FESA, CESA, or CNPS listed* |
| Cyptanth spp. | *Cryptantha spp.* | *Not FESA, CESA, or CNPS listed* |
| dandelion spp. | *Agoseris* spp. | *Not FESA, CESA, or CNPS listed* |
| English plantain | *Plantago lanceolate* | *Not FESA, CESA, or CNPS listed* |
| everlasting pea | *Lathyrus latifolius* | *Not FESA, CESA, or CNPS listed* |
| Filaree | *Erodium cicutarium* | *Not FESA, CESA, or CNPS listed* |
| honeysuckle spp. | *Lonicera* spp. | *Not FESA, CESA, or CNPS listed* |

| Common Name | *Scientific Name* | *Species Status* |
|---|---|---|
| hyssop loosestrife | *Lythrum hyssopifolia* | *Not FESA, CESA, or CNPS listed* |
| Himalayan blackberry | *Rubus armeniacus* | *Not FESA, CESA, or CNPS listed* |
| incense cedar | *Calocedrus decurrens* | *Not FESA, CESA, or CNPS listed* |
| iris spp. | *Iris* spp. | *Not FESA, CESA, or CNPS listed* |
| juncus spp. | *Juncus* spp. | *Not FESA, CESA, or CNPS listed* |
| mountain violet | *Viola purpurea* | *Not FESA, CESA, or CNPS listed* |
| poison oak | *Toxicodendron diversilobum* | *Not FESA, CESA, or CNPS listed* |
| Ponderosa pine | *Pinus ponderosa* | *Not FESA, CESA, or CNPS listed* |
| ripgut brome | *Bromus diandrus* | *Not FESA, CESA, or CNPS listed* |
| Scotch broom | *Cytisus scoparius* | *Not FESA, CESA, or CNPS listed* |
| St. John’s wort; Klamath weed | *Hypericum perforatum* | *Not FESA, CESA, or CNPS listed* |
| shamrock clover | *Trifolium dubium* | *Not FESA, CESA, or CNPS listed* |
| soft chess | *Bromus hordeaceus* | *Not FESA, CESA, or CNPS listed* |
| stork's bill spp. | *Erodium* spp. | *Not FESA, CESA, or CNPS listed* |
| white-leaved manzanita | *Arctostaphylos viscida* ssp. *viscida* | *Not FESA, CESA, or CNPS listed* |
| wild oats | *Avena fatua* | *Not FESA, CESA, or CNPS listed* |
| wild rye | *Elymus glaucus* | *Not FESA, CESA, or CNPS listed* |

| Common Name | *Scientific Name* | *Species Status* |
|---|---|---|
| **Birds** | | |
| American robin | *Turdus migratorius* | *Not CESA or FESA listed. Migratory (active nests protected)* |
| dark-eyed junco | *Junco hyemalis* | *Not CESA or FESA listed. Migratory (active nests protected)* |
| house finch | *Haemorhous mexicanus* | *Not CESA or FESA listed. Migratory (active nests protected)* |
| mourning dove | *Zenaida macroura* | *Not CESA or FESA listed. Migratory (active nests protected)* |
| northern flicker | *Colaptes auratus* | *Not CESA or FESA listed. Migratory (active nests protected)* |
| western scrub-jay | *Aphelocoma californica* | *Not CESA or FESA listed. Migratory (active nests protected)* |

# Appendix F

# Photo Log

## Photos of Field Surveys of the Project Area on August 6th, 2022



**Photo 1. Looking southwest with along Whitcomb Avenue with the western section of the Project area to the right.**



**Photo 2. Looking north from the western border of the Project area. Site is dominated by non-native annual grassland, invasive scotch broom, and heavy disturbance.**



**Photo 3. Along Whitcomb Avenue within the central portion of the Project area. A drainage pattern located at toe of slope that separates the western and eastern section of the Project area. No hydric soils present at along the toe of slope.**



**Photo 4. From Whitcomb Avenue looking north within the central portion of the Project area. A drainage pattern located at toe of slope along the right edge of the scotch broom. No hydric soils present at along the toe of slope so no regulated wetlands.**



**Photo 5. Photo looking East along Whitcomb Avenue from the central portion of the Project area. Site dominated by non-native annual grassland species.**



**Photo 6. Blackberry shrub dominated drainage area located along the eastern border of the Project area before going through an underground pipe across Whitcomb Ave.**



**Photo 7. Looking N/NW within the central area of the Project area along the toe of slope. No wetland vegetation or hydric soils present within the toe of slope area.**



**Photo 8. Blackberry shrub dominated drainage area located along the eastern border of the Project area looking south. Drainage was dry during both site visits.**




**Photo 9. From Whitcomb Avenue looking north within the southeastern corner of the Project area. Project area dominate by non-native grassland and vegetation.**



**Photo 10. Looking west from eastern section of the Project area. Toe of slope of hill dominated by blackberry and broom shrubs does not contain hydric soils or veg.**

# Appendix G

# CNDDB and USFWS Species List of the Project Area

Item 6A

# CNDDB Quad Species List 19 records.

| Element Type | Scientific Name | Common Name | Element Code | Federal Status | State Status | CDFW Status | CA Rare Plant Rank | Quad Code | Quad Name | Data Status | Taxonomic Sort |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Animals - Amphibians | Rana boylii | foothill yellow-legged frog | AAABH01050 | None | Endangered | SSC | - | 3912018 | COLFAX | Mapped and Unprocessed | Animals - Amphibians - Ranidae - Rana boylii |
| Animals - Birds | Lanius ludovicianus | loggerhead shrike | ABPBR01030 | None | None | SSC | - | 3912018 | COLFAX | Unprocessed | Animals - Birds - Laniidae - Lanius ludovicianus |
| Animals - Insects | Bombus caliginosus | obscure bumble bee | IIHYM24380 | None | None | - | - | 3912018 | COLFAX | Mapped | Animals - Insects - Apidae - Bombus caliginosus |
| Animals - Insects | Bombus occidentalis | western bumble bee | IIHYM24250 | None | None | - | - | 3912018 | COLFAX | Mapped | Animals - Insects - Apidae - Bombus occidentalis |
| Animals - Insects | Desmocerus californicus dimorphus | valley elderberry longhorn beetle | IICOL48011 | Threatened | None | - | - | 3912018 | COLFAX | Mapped | Animals - Insects - Cerambycidae - Desmocerus californicus dimorphus |
| Animals - Mammals | Pekania pennanti | Fisher | AMAJF01020 | None | None | SSC | - | 3912018 | COLFAX | Mapped | Animals - Mammals - Mustelidae - Pekania pennanti |
| Animals - Mollusks | Margaritifera falcata | western pearlshell | IMBIV27020 | None | None | - | - | 3912018 | COLFAX | Mapped and Unprocessed | Animals - Mollusks - Margaritiferidae - Margaritifera falcata |
| Animals - Reptiles | Emys marmorata | western pond turtle | ARAAD02030 | None | None | SSC | - | 3912018 | COLFAX | Unprocessed | Animals - Reptiles - Emydidae - Emys marmorata |
| Animals - Reptiles | Phrynosoma blainvillii | coast horned lizard | ARACF12100 | None | None | SSC | - | 3912018 | COLFAX | Mapped and Unprocessed | Animals - Reptiles - Phrynosomatidae - Phrynosoma blainvillii |
| Plants - Vascular | Chlorogalum grandiflorum | Red Hills soaproot | PMLIL0G020 | None | None | - | 1B.2 | 3912018 | COLFAX | Mapped | Plants - Vascular - Agavaceae - Chlorogalum grandiflorum |
| Plants - Vascular | Allium sanbornii var. congdonii | Congdon's onion | PMLIL02211 | None | None | - | 4.3 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Alliaceae - Allium sanbornii var. congdonii |
| Plants - Vascular | Allium sanbornii var. sanbornii | Sanborn's onion | PMLIL02212 | None | None | - | 4.2 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Alliaceae - Allium sanbornii var. sanbornii |
| Plants - Vascular | Githopsis pulchella ssp. serpentinicola | serpentine bluecup | PDCAM07053 | None | None | - | 4.3 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Campanulaceae - Githopsis pulchella ssp. serpentinicola |
| Plants - Vascular | Lilium humboldtii ssp. humboldtii | Humboldt lily | PMLIL1A071 | None | None | - | 4.2 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Liliaceae - Lilium humboldtii ssp. humboldtii |
| Plants - Vascular | Sidalcea gigantea | giant checkerbloom | PDMAL110T0 | None | None | - | 4.3 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Malvaceae - Sidalcea gigantea |
| Plants - Vascular | Claytonia parviflora ssp. grandiflora | streambank spring beauty | PDPOR030D1 | None | None | - | 4.2 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Montiaceae - Claytonia parviflora ssp. grandiflora |
| Plants - Vascular | Clarkia biloba ssp. brandegeeae | Brandegee's clarkia | PDONA05053 | None | None | - | 4.2 | 3912018 | COLFAX | Mapped and Unprocessed | Plants - Vascular - Onagraceae - Clarkia biloba ssp. brandegeeae |
| Plants - Vascular | Poa sierrae | Sierra blue grass | PMPOA4Z310 | None | None | - | 1B.3 | 3912018 | COLFAX | Mapped | Plants - Vascular - Poaceae - Poa sierrae |
| Plants - Vascular | Eriogonum tripodum | tripod buckwheat | PDPGN085Y0 | None | None | - | 4.2 | 3912018 | COLFAX | Unprocessed | Plants - Vascular - Polygonaceae - Eriogonum tripodum |

**IPaC** **U.S. Fish & Wildlife Service**

# IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

## Location

Placer County, California




NOT FOR CONSULTATION

# Local office

Sacramento Fish And Wildlife Office

(916) 414-6600
(916) 414-6713

Federal Building
2800 Cottage Way, Room W-2605
Sacramento, CA 95825-1846

NOT FOR CONSULTATION

# Endangered species

**This resource list is for informational purposes only and does not constitute an analysis of project level impacts.**

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act **requires** Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can **only** be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species[1] and their critical habitats are managed by the Ecological Services Program of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries[2]).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact NOAA Fisheries for species under their jurisdiction.

NOT FOR CONSULTATION

1. Species listed under the Endangered Species Act are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the listing status page for more information. IPaC only shows species that are regulated by USFWS (see FAQ).
2. NOAA Fisheries, also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

# Amphibians

| NAME | STATUS |
|---|---|
| California Red-legged Frog Rana draytonii<br>Wherever found<br>There is **final** critical habitat for this species. The location of the critical habitat is not available.<br>https://ecos.fws.gov/ecp/species/2891 | Threatened |

# Fishes

| NAME | STATUS |
|---|---|
| Delta Smelt Hypomesus transpacificus<br>Wherever found<br>There is **final** critical habitat for this species. The location of the critical habitat is not available.<br>https://ecos.fws.gov/ecp/species/321 | Threatened |

# Insects

| NAME | STATUS |
|---|---|

NOT FOR CONSULTATION

Monarch Butterfly Danaus plexippus Candidate

Wherever found

No critical habitat has been designated for this species.
https://ecos.fws.gov/ecp/species/9743

# Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

THERE ARE NO CRITICAL HABITATS AT THIS LOCATION.

# Migratory birds

Certain birds are protected under the Migratory Bird Treaty Act[1] and the Bald and Golden Eagle Protection Act[2].

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

1. The Migratory Birds Treaty Act of 1918.
2. The Bald and Golden Eagle Protection Act of 1940.

Additional information can be found using the following links:

- Birds of Conservation Concern https://www.fws.gov/program/migratory-birds/species
- Measures for avoiding and minimizing impacts to birds https://www.fws.gov/library/collections/avoiding-and-minimizing-incidental-take-migratory-birds
- Nationwide conservation measures for birds https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf

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**The birds listed below are birds of particular concern either because they occur on the USFWS Birds of Conservation Concern (BCC) list or warrant special attention in your project location.** To learn more about the levels of concern for birds on your list and how this list is generated, see the FAQ below. This is not a list of every bird you may find in this location, nor a guarantee that every bird on this list will be found in your project area. To see exact locations of where birders and the general public have sighted birds in and around your project area, visit the E-bird data mapping tool (Tip: enter your location, desired date range and a species on your list). For projects that occur off the Atlantic Coast, additional maps and models detailing the relative occurrence and abundance of bird species on your list are available. Links to additional information about Atlantic Coast birds, and other important information about your migratory bird list, including how to properly interpret and use your migratory bird report, can be found below.

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

| NAME | BREEDING SEASON (IF A BREEDING SEASON IS INDICATED FOR A BIRD ON YOUR LIST, THE BIRD MAY BREED IN YOUR PROJECT AREA SOMETIME WITHIN THE TIMEFRAME SPECIFIED, WHICH IS A VERY LIBERAL ESTIMATE OF THE DATES INSIDE WHICH THE BIRD BREEDS ACROSS ITS ENTIRE RANGE. "BREEDS ELSEWHERE" INDICATES THAT THE BIRD DOES NOT LIKELY BREED IN YOUR PROJECT AREA.) |
|---|---|
| Bald Eagle Haliaeetus leucocephalus<br>This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. | Breeds Jan 1 to Aug 31 |
| Black-throated Gray Warbler Dendroica nigrescens<br>This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA | Breeds May 1 to Jul 20 |

NOT FOR CONSULTATION

Cassin's Finch Carpodacus cassinii — Breeds May 15 to Jul 15
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.
https://ecos.fws.gov/ecp/species/9462

Golden Eagle Aquila chrysaetos — Breeds Dec 1 to Aug 31
This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.
https://ecos.fws.gov/ecp/species/1680

Oak Titmouse Baeolophus inornatus — Breeds Mar 15 to Jul 15
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.
https://ecos.fws.gov/ecp/species/9656

Olive-sided Flycatcher Contopus cooperi — Breeds May 20 to Aug 31
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.
https://ecos.fws.gov/ecp/species/3914

Wrentit Chamaea fasciata — Breeds Mar 15 to Aug 10
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

# Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

**Probability of Presence** (■)

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Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is 0.25/0.25 = 1; at week 20 it is 0.05/0.25 = 0.2.
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

**Breeding Season** (▪)
Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

**Survey Effort** (|)
Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

To see a bar's survey effort range, simply hover your mouse cursor over the bar.

**No Data** (–)
A week is marked as having no data if there were no survey events for that week.

**Survey Timeframe**

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Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.




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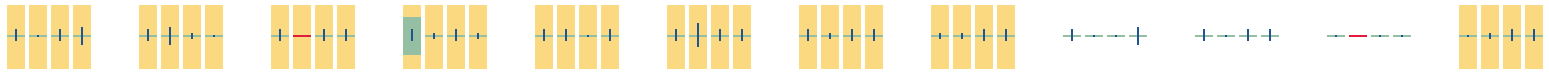
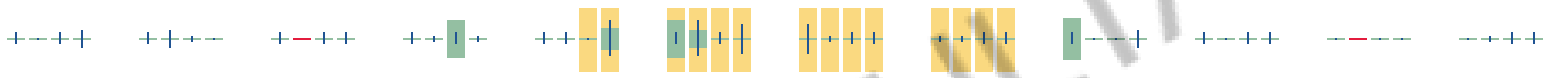
Golden Eagle Non-BCC Vulnerable (This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.)



Oak Titmouse BCC Rangewide (CON) (This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.)



Olive-sided Flycatcher BCC Rangewide (CON) (This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.)



Wrentit BCC Rangewide (CON) (This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.)



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**Tell me more about conservation measures I can implement to avoid or minimize impacts to migratory birds.**

Nationwide Conservation Measures describes measures that can help avoid and minimize impacts to all birds at any location year round. Implementation of these measures is particularly important when birds are most likely to occur in the project area. When birds may be breeding in the area, identifying the locations of any active nests and avoiding their destruction is a very helpful impact minimization measure.

To see when birds are most likely to occur and be breeding in your project area, view the Probability of Presence Summary. Additional measures or permits may be advisable depending on the type of activity you are conducting and the type of infrastructure or bird species present on your project site.

**What does IPaC use to generate the migratory birds potentially occurring in my specified location?**

The Migratory Bird Resource List is comprised of USFWS Birds of Conservation Concern (BCC) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the Avian Knowledge Network (AKN). The AKN data is based on a growing collection of survey, banding, and citizen science datasets and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle (Eagle Act requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the AKN Phenology Tool.

**What does IPaC use to generate the probability of presence graphs for the migratory birds potentially occurring in my specified location?**

The probability of presence graphs associated with your migratory bird list are based on data provided by the Avian Knowledge Network (AKN). This data is derived from a growing collection of survey, banding, and citizen science datasets .

Probability of presence data is continuously being updated as new and better information becomes available. To learn more about how the probability of presence graphs are produced and how to interpret them, go the Probability of Presence Summary and then click on the "Tell me about these graphs" link.

**How do I know if a bird is breeding, wintering, migrating or present year-round in my project area?**

To see what part of a particular bird's range your project area falls within (i.e. breeding, wintering, migrating or year-round), you may refer to the following resources: The Cornell Lab of Ornithology All About Birds Bird Guide, or (if you are unsuccessful in locating the bird of interest there), the Cornell Lab of Ornithology Neotropical Birds guide. If a bird on your migratory bird species list has a breeding season associated with it, if that bird does occur in your project area, there may be nests present at some point within the timeframe specified. If "Breeds elsewhere" is indicated, then the bird likely does not breed in your project area.

**What are the levels of concern for migratory birds?**

Migratory birds delivered through IPaC fall into the following distinct categories of concern:

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1. "BCC Rangewide" birds are Birds of Conservation Concern (BCC) that are of concern throughout their range anywhere within the USA (including Hawaii, the Pacific Islands, Puerto Rico, and the Virgin Islands);
2. "BCC - BCR" birds are BCCs that are of concern only in particular Bird Conservation Regions (BCRs) in the continental USA; and
3. "Non-BCC - Vulnerable" birds are not BCC species in your project area, but appear on your list either because of the Eagle Act requirements (for eagles) or (for non-eagles) potential susceptibilities in offshore areas from certain types of development or activities (e.g. offshore energy development or longline fishing).

Although it is important to try to avoid and minimize impacts to all birds, efforts should be made, in particular, to avoid and minimize impacts to the birds on this list, especially eagles and BCC species of rangewide concern. For more information on conservation measures you can implement to help avoid and minimize migratory bird impacts and requirements for eagles, please see the FAQs for these topics.

**Details about birds that are potentially affected by offshore projects**

For additional details about the relative occurrence and abundance of both individual bird species and groups of bird species within your project area off the Atlantic Coast, please visit the Northeast Ocean Data Portal. The Portal also offers data and information about other taxa besides birds that may be helpful to you in your project review. Alternately, you may download the bird model results files underlying the portal maps through the NOAA NCCOS Integrative Statistical Modeling and Predictive Mapping of Marine Bird Distributions and Abundance on the Atlantic Outer Continental Shelf project webpage.

Bird tracking data can also provide additional details about occurrence and habitat use throughout the year, including migration. Models relying on survey data may not include this information. For additional information on marine bird tracking data, see the Diving Bird Study and the nanotag studies or contact Caleb Spiegel or Pam Loring.

**What if I have eagles on my list?**

If your project has the potential to disturb or kill eagles, you may need to obtain a permit to avoid violating the Eagle Act should such impacts occur.

**Proper Interpretation and Use of Your Migratory Bird Report**

The migratory bird list generated is not a list of all birds in your project area, only a subset of birds of priority concern. To learn more about how your list is generated, and see options for identifying what other birds may be in your project area, please see the FAQ "What does IPaC use to generate the migratory birds potentially occurring in my specified location". Please be aware this report provides the "probability of presence" of birds within the 10 km grid cell(s) that overlap your project; not your exact project footprint. On the graphs provided, please also look carefully at the survey effort (indicated by the black vertical bar) and for the existence of the "no data" indicator (a red horizontal bar). A high survey effort is the key component. If the survey effort is high, then the probability of presence score can be viewed as more dependable. In contrast, a low survey effort bar or no data bar means a lack of data and, therefore, a lack of certainty about presence of the species. This list is not perfect; it is simply a starting point for identifying what birds of concern have the potential to be in your project area, when they might be

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there, and if they might be breeding (which means nests might be present). The list helps you know what to look for to confirm presence, and helps guide you in knowing when to implement conservation measures to avoid or minimize potential impacts from your project activities, should presence be confirmed. To learn more about conservation measures, visit the FAQ "Tell me about conservation measures I can implement to avoid or minimize impacts to migratory birds" at the bottom of your migratory bird trust resources page.

# Coastal Barrier Resources System

Projects within the John H. Chafee Coastal Barrier Resources System (CBRS) may be subject to the restrictions on federal expenditures and financial assistance and the consultation requirements of the Coastal Barrier Resources Act (CBRA) (16 U.S.C. 3501 et seq.). For more information, please contact the local Ecological Services Field Office or visit the CBRA Consultations website. The CBRA website provides tools such as a flow chart to help determine whether consultation is required and a template to facilitate the consultation process.

THERE ARE NO KNOWN COASTAL BARRIERS AT THIS LOCATION.

**Data limitations**

The CBRS boundaries used in IPaC are representations of the controlling boundaries, which are depicted on the official CBRS maps. The boundaries depicted in this layer are not to be considered authoritative for in/out determinations close to a CBRS boundary (i.e., within the "CBRS Buffer Zone" that appears as a hatched area on either side of the boundary). For projects that are very close to a CBRS boundary but do not clearly intersect a unit, you may contact the Service for an official determination by following the instructions here: https://www.fws.gov/service/coastal-barrier-resources-system-property-documentation

**Data exclusions**

CBRS units extend seaward out to either the 20- or 30-foot bathymetric contour (depending on the location of the unit). The true seaward extent of the units is not shown in the CBRS data, therefore projects in the offshore areas of units (e.g., dredging, breakwaters, offshore wind energy or oil and gas projects) may be subject to CBRA even if they do not intersect the CBRS data. For additional information, please contact CBRA@fws.gov.

# Facilities

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# National Wildlife Refuge lands

Any activity proposed on lands managed by the National Wildlife Refuge system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS AT THIS LOCATION.

# Fish hatcheries

THERE ARE NO FISH HATCHERIES AT THIS LOCATION.

# Wetlands in the National Wetlands Inventory

Impacts to NWI wetlands and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local U.S. Army Corps of Engineers District.

Please note that the NWI data being shown may be out of date. We are currently working to update our NWI data set. We recommend you verify these results with a site visit to determine the actual extent of wetlands on site.

This location overlaps the following wetlands:

FRESHWATER EMERGENT WETLAND

Palustrine

A full description for each wetland code can be found at the National Wetlands Inventory website

**Data limitations**

NOT FOR CONSULTATION

The Service's objective of mapping wetlands and deepwater habitats is to produce reconnaissance level information on the location, type and size of these resources. The maps are prepared from the analysis of high altitude imagery. Wetlands are identified based on vegetation, visible hydrology and geography. A margin of error is inherent in the use of imagery; thus, detailed on-the-ground inspection of any particular site may result in revision of the wetland boundaries or classification established through image analysis.

The accuracy of image interpretation depends on the quality of the imagery, the experience of the image analysts, the amount and quality of the collateral data and the amount of ground truth verification work conducted. Metadata should be consulted to determine the date of the source imagery used and any mapping problems.

Wetlands or other mapped features may have changed since the date of the imagery or field work. There may be occasional differences in polygon boundaries or classifications between the information depicted on the map and the actual conditions on site.

### Data exclusions

Certain wetland habitats are excluded from the National mapping program because of the limitations of aerial imagery as the primary data source used to detect wetlands. These habitats include seagrasses or submerged aquatic vegetation that are found in the intertidal and subtidal zones of estuaries and nearshore coastal waters. Some deepwater reef communities (coral or tuberficid worm reefs) have also been excluded from the inventory. These habitats, because of their depth, go undetected by aerial imagery.

### Data precautions

Federal, state, and local regulatory agencies with jurisdiction over wetlands may define and describe wetlands in a different manner than that used in this inventory. There is no attempt, in either the design or products of this inventory, to define the limits of proprietary jurisdiction of any Federal, state, or local government or to establish the geographical scope of the regulatory programs of government agencies. Persons intending to engage in activities involving modifications within or adjacent to wetland areas should seek the advice of appropriate federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.

NOT FOR CONSULTATION

## PROPERTY ADDRESS

PARCEL B, PORTION OF PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. ½ OF S.3 T14N R9E, M.D.B.&M.
COLFAX, CA 95713

## APPLICANTS

WALTER WHITE & JIM MENCONI
9856 SPYGLASS CIRCLE
AUBURN, CA 95602

## OWNER

BOBBY G. CUNNINGHAM TRUST
P.O. BOX 1100
COLFAX, CA 95713

## PROPOSED OWNER

WALTER K. AND JEANETTE R. WHITE,
TRUSTEES OF THE WALTER WHITE FAMILY TRUST,
CREATED APRIL 30, 1992
11390 VIA VISTA NEVADA CITY, CA 95959

## MAP PREPARED BY

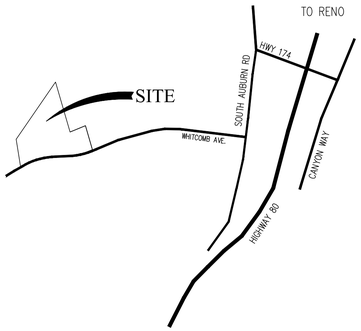
SCO PLANNING & ENGINEERING, INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CA 95645
(530) 272-5841
CONTACT: MARTIN WOOD, P.L.S.

## ASSESSOR'S PARCEL NUMBER

100-230-061-000

## LOT AREA

2.56 AC




VICINITY MAP
NO SCALE

| | Units | Sq Footage |
|---|---|---|
| Building A | | |
| Office | 1 | 240 |
| 10x18 | 2 | 360 |
| 10x20 | 5 | 1000 |
| | 8 | 1600 |
| Building B | | |
| 10x20 | 9 | 1800 |
| | 9 | 1800 |
| Building C (Upper) | | |
| 5x5 | 6 | 150 |
| 10x5 | 24 | 1200 |
| 10x10 | 61 | 6100 |
| 10x15 | 11 | 1650 |
| 10x20 | 13 | 2600 |
| | 115 | 11700 |
| Building C (Lower) | | |
| 5x5 | 1 | 25 |
| 10x5 | 7 | 350 |
| 10x10 | 18 | 1800 |
| 10x15 | 23 | 3450 |
| 10x30 | 2 | 300 |
| | 51 | 5925 |
| Building D | | |
| 5x5 | 1 | 25 |
| 10x5 | 7 | 350 |
| 10x10 | 36 | 3600 |
| 10x15 | 1 | 150 |
| 10x20 | 3 | 600 |
| 10x25 | 7 | 1750 |
| | 55 | 6475 |
| Building E | | |
| 12x30 | 24 | 8640 |
| 12x15 | 1 | 180 |
| | 25 | 8820 |
| Building F | | |
| 10x10 | 1 | 100 |
| 10x20 | 12 | 2400 |
| 10x25 | 10 | 2500 |
| | 23 | 5000 |
| Building G | | |
| 10x20 | 9 | 1800 |
| Building H | | |
| 10x18 | 4 | 720 |
| 10x20 | 7 | 1400 |
| | 11 | 2120 |
| Building I | | |
| 10x10 | 3 | 300 |
| 10x15 | 4 | 600 |
| 10x25 | 3 | 750 |
| | 10 | 1650 |
| Building J | | |
| 10x15 | 1 | 150 |
| 10x23 | 4 | 920 |
| 10x25 | 2 | 500 |
| | 7 | 1570 |
| Building K | | |
| 10x18 | 6 | 1080 |
| 10x20 | 4 | 800 |
| | 10 | 1880 |

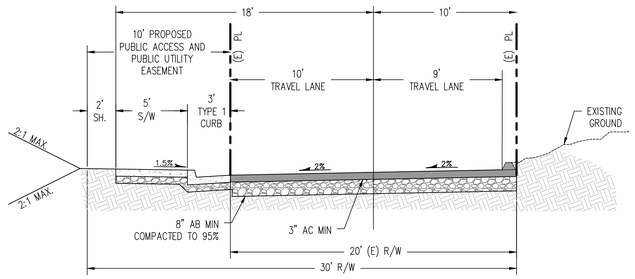
Total Units 333

Total SF 50340 sf
Total Rental Area 50340 sf

## SITE STATISTICS

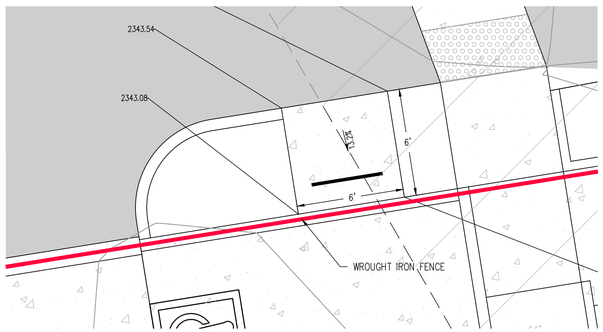
| UNIT TYPE | UNITS | PARKING |
|---|---|---|
| 5' X 5' | 8 | |
| 10' X 5' | 38 | |
| 10' X 10' | 119 | |
| 10' X 15' | 40 | |
| 10' X 18' | 12 | |
| 10' X 20' | 62 | |
| 10' X 23' | 4 | |
| 10' X 25' | 22 | |
| 10' X 30' | 2 | |
| 12' X 15' | 1 | |
| 12' X 30' | 24 | |
| OFFICE PARKING | | 3 |
| HANDICAP PARKING | | 1 |
| **TOTAL** | 332 | |

TOTAL AREA OF STORAGE UNITS - 50,340 SF




## TYPICAL ROADWAY SECTION A–A

N.T.S.

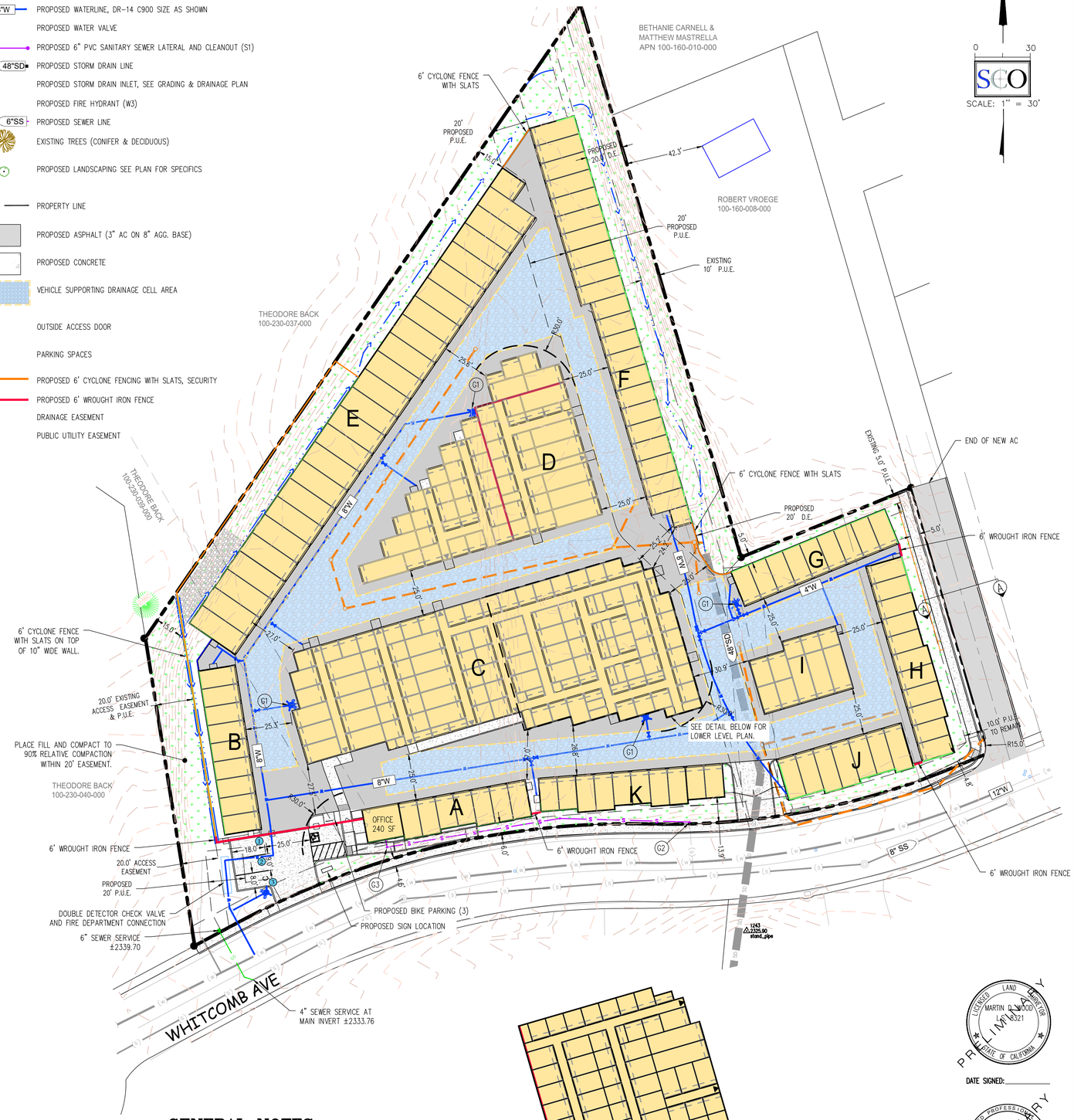



## BICYCLE PARKING DETAIL

1" = 4'

## LEGEND:

- 8"W — PROPOSED WATERLINE, DR-14 C900 SIZE AS SHOWN
- PROPOSED WATER VALVE
- S — PROPOSED 6" PVC SANITARY SEWER LATERAL AND CLEANOUT (S1)
- 48"SD — PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED FIRE HYDRANT (W3)
- 6"SS — PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPOSED LANDSCAPING SEE PLAN FOR SPECIFICS
- PROPERTY LINE
- PROPOSED ASPHALT (3" AC ON 8" AGG. BASE)
- PROPOSED CONCRETE
- VEHICLE SUPPORTING DRAINAGE CELL AREA
- OUTSIDE ACCESS DOOR
- PARKING SPACES
- PROPOSED 6' CYCLONE FENCING WITH SLATS, SECURITY
- PROPOSED 6' WROUGHT IRON FENCE
- D.E. DRAINAGE EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT




## GENERAL NOTES:

G1 INSTALL FIRE HYDRANT
G2 INSTALL SEWER CONNECTION
G3 INSTALL SEWER CLEANOUT



## LOWER LEVEL PLAN

1" = 30'

LICENSED LAND SURVEYOR
MARTIN D. WOOD
No. 8321
STATE OF CALIFORNIA

DATE SIGNED:_____

REGISTERED PROFESSIONAL ENGINEER
JASON T. BUSHUM
No. 22
Exp. 09/30/22
CIVIL
STATE OF CALIFORNIA

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MARCH, 2023

# MINI-STORAGE
## PRELIMINARY SITE PLAN

COLFAX / PLACER COUNTY CALIFORNIA

SCO PLANNING • ENGINEERING • SURVEYING
GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043
FAX (530) 272-5880

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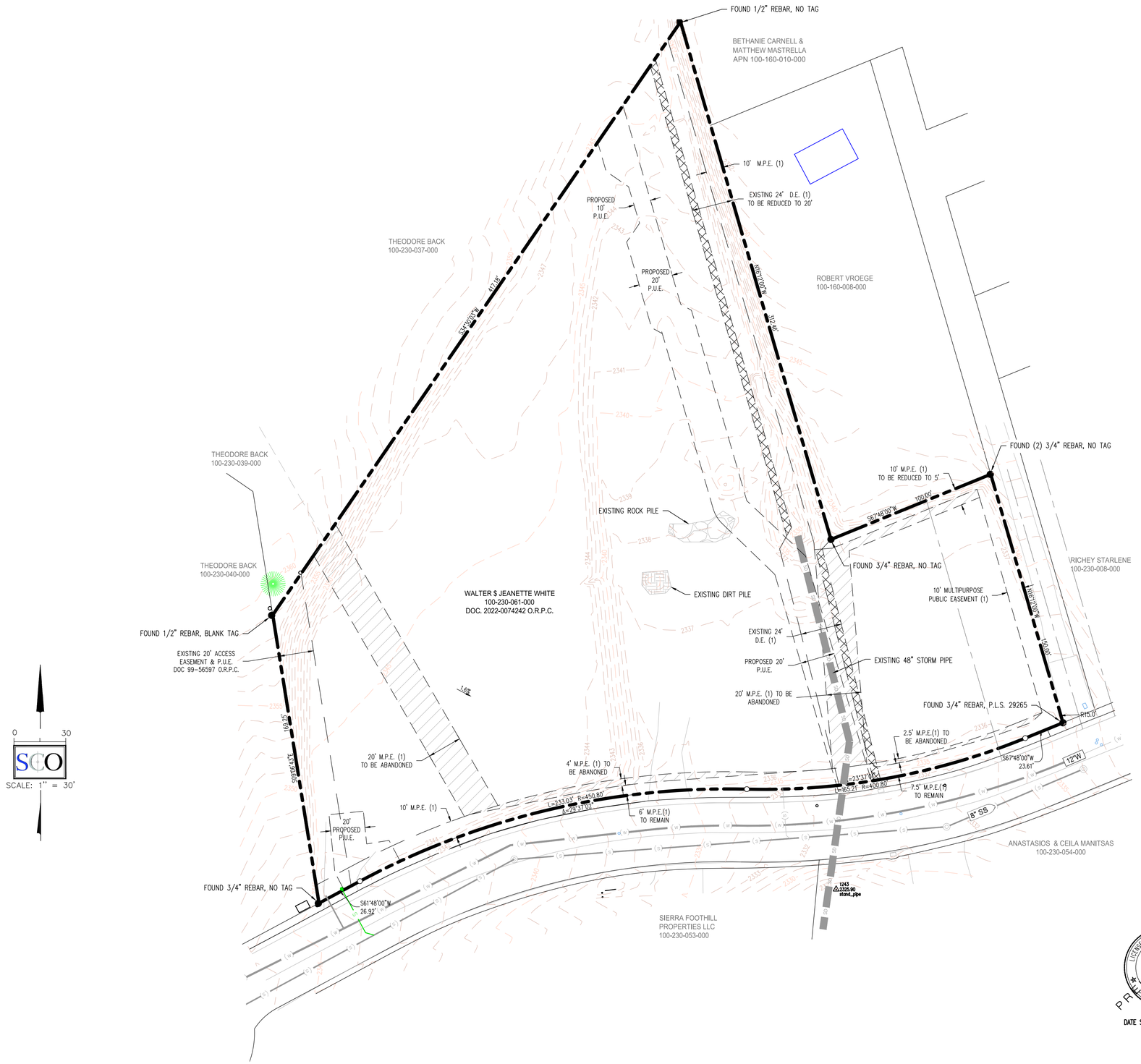
## LEGEND:

- 8"W — PROPOSED WATERLINE, DR-14 C900 SIZE AS SHOWN
- PROPOSED WATER VALVE
- S — PROPOSED 6" PVC SANITARY SEWER LATERAL AND CLEANOUT (S1)
- 48"SD — PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED FIRE HYDRANT (W3)
- S — 6"SS — PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPOSED LANDSCAPING SEE PLAN FOR SPECIFICS
- PROPERTY LINE
- FOUND, AS DESCRIBED
- NOTHING FOUND, DIMENSION POINT

D.E. DRAINAGE EASEMENT
P.U.E. PUBLIC UTILITY EASEMENT
M.P.E. MULTI-PURPOSE PUBLIC EASEMENT

(1) BOOK 19 OF PARCEL MAPS AT PAGE 71, OFFICIAL RECORDS OF PLACER COUNTY.

- EXISTING DRAINAGE EASEMENT TO BE ABANDONED
- EXISTING PUBLIC UTILITY AND DRAINAGE EASEMENT TO BE ABANDONED




0 30
SCALE: 1" = 30'

LICENSED LAND SURVEYOR
MARTIN R. WOOD
8321
STATE OF CALIFORNIA
PRELIMINARY

DATE SIGNED:_____

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MARCH, 2023

# MINI-STORAGE
## TOPOGRAPHY AND BOUNDARY SURVEY
COLFAX / PLACER COUNTY
CALIFORNIA

SCO PLANNING • ENGINEERING • SURVEYING
GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043
FAX: (530) 272-5880

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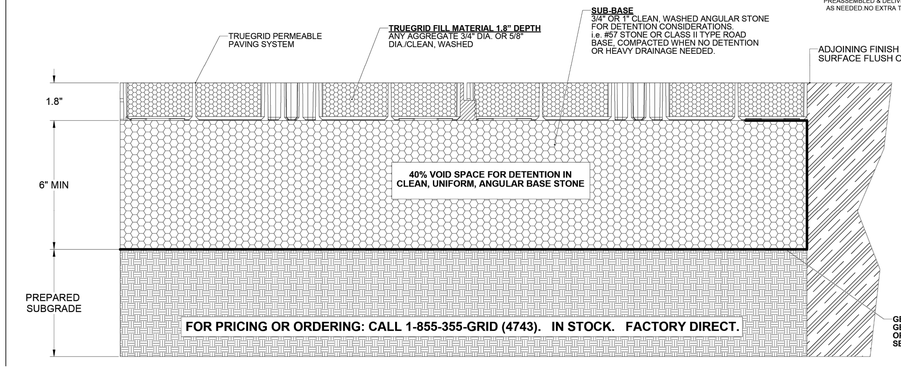
**NOTES:**

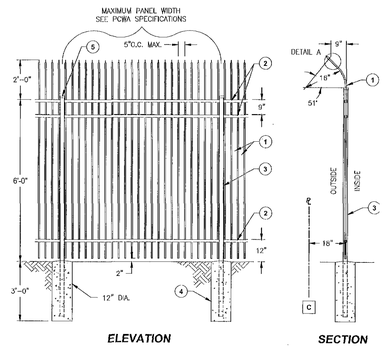
1. SUB-BASE DEPTH AND PREPARATION IS DEPENDENT ON SITE CONDITIONS PLUS LOADING REQUIREMENTS.
2. TRUEGRID PRO PLUS PRODUCTS DESIGNED FOR LOAD CAPACITIES OF 120,000 LBS PER SQ. FT. TRUEGRID PRODUCTS STRENGTHEN WITH FILL MATERIAL.
3. TRUEGRID PRO PLUS PRODUCTS ARE SUFFICIENTLY RATED FOR H-20 /HS-20 LOADING AND GREATER.
4. GEOGRID MESH OR GEOFABRIC MAY BE REQUIRED BETWEEN SUB-GRADE & SUB-BASE FOR CERTAIN SOILS AND SITE SPECIFIC REQUIREMENTS.
5. INCREASE SUB-BASE DEPTH FOR INCREASED STORM WATER DETENTION.
6. NO STAKING NECESSARY WITH TRUEGRID PRO PLUS WHEN SLOPE IS BELOW 10 DEGREES. ASSESS PROJECT, AS NEEDED.
7. FINAL ENGINEERED CROSS SECTION AGGREGATES AND DEPTH SHOULD ALLOW FOR EXPECTED INFILTRATION RATES, STORAGE CAPACITIES, OUTLET FLOW RATES, AND OTHER SITE SPECIFIC CONDITIONS AND LOAD REQUIREMENTS.
8. THIS CROSS SECTION IS FOR INFORMATION ONLY.



**TRUEGRID BLOCK REFERENCE VIEW**
PREASSEMBLED & DELIVERED IN 4' X 4' SHEET, RECONFIGURED AS NEEDED.NO EXTRA TOOLING OR ACCESSORIES REQUIRED

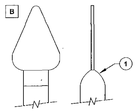



| CLIENT / PROJECT | | |
|---|---|---|
| UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE IN INCHES<br>PROPRIETARY DESIGN RIGHTS NOTICE: THIS DESIGN WAS ORIGINATED BY AND IS THE EXCLUSIVE PROPERTY OF TRUEGRID. IT IS LOANED SUBJECT TO AGREEMENT WITH THE RECIPIENT ESTABLISHING THAT NO REPRODUCTIONS OR OTHER USE OF THE INFORMATION SHOWN WILL BE MADE WITHOUT SPECIFIC AGREEMENT IN WRITING BY TRUEGRID.<br>DO NOT SCALE DRAWING | APPROVAL INFORMATION<br>DRAWN: J.Thelly DATE: 11/9/2016<br>DESIGNED: J.Thelly DATE: 11/9/2016<br>APPROVED: C. White DATE: 11/9/2016<br>WEIGHT | TRUEGRID<br>Think IN your project. True TO the environment.<br>TRUEGRID GRAVEL FILL INSTALLATION MEDIUM LOAD<br>SIZE: D DRAWING NUMBER: TG-GRV-ML REV: 03<br>SCALE: 1:1.5 SHEET: 1 OF 1 |

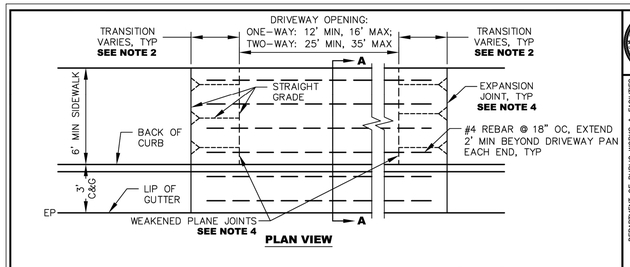



| ITEM | DESCRIPTION |
|---|---|
| 1 | 1"x14 GA. SQUARE TUBE PICKET (TYP) |
| 2 | 1-3/4"x1-3/4"x14 GA. CHANNEL RAIL (TYP) |
| 3 | 2-1/2"x12 GA. SQUARE TUBE POST (TYP) |
| 4 | CONCRETE FOOTING (SEE POWA CONCRETE SPEC) |
| 5 | 2-1/2"x2-1/2" STEEL CAP (TYP) |

NOTE:
- A ALL STEEL SHALL RECEIVE POWDER COATING AFTER FABRICATION. COLOR: BLACK
- B END OF PICKET TO FORM POINT. NO CRACKING AROUND FORMED POINT EDGES WILL BE ACCEPTABLE.
- C PLACE FENCE 18" INSIDE PROPERTY LINE.
- D PICKETS CAN BE WELDED TO RAILS OR ATTACHED BY OTHER MFG. PROCEDURE WITH PRIOR POWA APPROVAL. RAILS SHALL BE ROUTED TO THE POSTS.
- E COMPLETED SECTIONS (PANELS) SHALL BE CAPABLE OF SUPPORTING A 600 LB. LOAD APPLIED AT MIDSPAN WITHOUT PERMANENT DEFORMATION. PANELS SHALL BE RIASABLE TO A 25% CHANGE IN GRADE.




**1 6' WROUGHT IRON FENCE**
NTS




**NOTES:**
1. MAXIMUM GRADES FOR DRIVEWAYS SHALL BE AS FOLLOWS AND ARE BASED ON A −2% (G1) ROAD CROSS SLOPE: G2 = +1% TO +2%; G3 & G4 = AS DETERMINED, MAXIMUM 5% ALGEBRAIC GRADE DIFFERENCE FOR A GRADE BREAK, 30 FT. MIN VERTICAL CURVE.
2. SEE CALTRANS STANDARD SPECIFICATIONS FOR ALLOWABLE SLOPES.
3. EXPANSION AND WEAKENED PLANE JOINTS PER SECTION 73-1.03E OF THE PLACER COUNTY GENERAL SPECIFICATIONS.
4. IF THE OPENING OF THE PCC DRIVEWAY APRON IS 14 FT. OR GREATER, THE WEAKENED PLANE JOINT(S) SHALL BECOME EXPANSION JOINT(S) AT A MINIMUM SPACING OF 10 FT. CENTER TO CENTER.
5. ALL PCC TO BE 6-SACK MIX.

COUNTY OF PLACER — DEPARTMENT OF PUBLIC WORKS & FACILITIES
**COMMERCIAL DRIVEWAY CONNECTION (MINOR)**
DATE: APR. 2016
SCALE: NOT TO SCALE
PLATE **111**

## GENERAL NOTES:

- C1 CONSTRUCT 6" VERTICAL CURB
- C2 INSTALL CONCRETE FLATWORK
- C3 INSTALL CONCRETE SIDEWALK
- C4 INSTALL ASPHALT PAVEMENT SECTION (3" AC ON 8" AB)
- C5 INSTALL TRUEGRID WATER TREATMENT SYSTEM. SEE DETAIL THIS SHEET
- C6 INSTALL 24" SQUARE STORM DRAIN INLET
- C7 INSTALL 24" DIAMETER STORM DRAIN INLET
- C8 INSTALL 1.5:1 ROCK SLOPE PROTECTION
- C9 CONSTRUCT 1' FLOWLINE. ALL SLOPES GREATER THAN 5% SHALL BE ROCK LINED WITH CLASS II BACKING
- C10 ADA PARKING PER CALTRANS STANDARDS. 2% MAX ALL DIRECTIONS.
- C11 CONSTRUCT ADA RAMP CONNECTION TO PUBLIC WAY
- C12 CONSTRUCT COMMERCIAL DRIVEWAY ENTRANCE. SEE DETAIL 111 THIS SHEET.

## LEGEND:

- PROPOSED WATERLINE, DR-14 C900
- PROPOSED WATER VALVE
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER LATERAL AND CLEANOUT (S1)
- PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED CONTOURS (MAJOR)
- PROPOSED CONTOURS (MINOR)
- EXISTING CONTOURS (MAJOR)
- EXISTING CONTOURS (MINOR)
- PROPOSED 6' CYCLONE FENCING WITH SLATS, SECURITY
- PROPOSED 6' WROUGHT IRON FENCE
- PROPOSED ELECTRIC LINE
- PROPOSED ELECTRICAL TRANSFORMER (SEE PG&E PLANS FOR DETAILS)
- PROPOSED FIRE HYDRANT (W3)
- PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPERTY LINE
- TRUE GRID DRAINAGE SYSTEM SEE DETAILS SHEET 3
- DRAINAGE DISCHARGE LOCATION







| ITEM | DESCRIPTION |
|---|---|
| 1 | TRUSS RODS (ADJUSTABLE) |
| 2 | BOTTOM RAIL (TYP) |
| 3 | TOP RAIL |
| 4 | LINE POST |
| 5 | CORNER POST |
| 6 | RAIL END (TYP) |
| 7 | MALLEABLE IRON VICTORY ARMS REQUIRED FOR CORNERS |
| 8 | STANDARD VICTORY ARMS |
| 9 | BARBED WIRE (TYP) |
| 10 | MIDRAIL |
| 11 | GATE POST |
| 12 | 1"ø GATE DROP ROD ASSEMBLY |
| 13 | GATE ANTI SWING FOOTING (SEE GATE ANTI-SWING DETAIL S408) |
| 14 | 3 STRAND BARBED WIRE, VERTICAL ON GATES (TYP ALL GATES) |
| 15 | VICTORY ARMS 3 STRAND BARBED WIRE FOR INSIDE RUN AND OUTSIDE RUN (TYPICAL ALL PANELS EXCEPT GATES) |

NOTES:
- A SEE S405 FOR ADDITIONAL FENCE APPURTENANCES
- B GATE POST SIZE SHALL BE MIN. 6" I.D. FOR GATE WIDTHS OF 6' TO 12'
- C LINE POST SIZE SHALL BE MIN. 2 1/2" I.D.
- D END, LATCH AND CORNER POST SIZE SHALL BE MIN. 3" I.D.
- E PROVIDE BRACE AND TRUSS ROD PANEL EVERY 100 FT. MIN., AT CORNERS AND PANELS ADJACENT TO GATES
- F HORIZONTAL BRACE, BOTTOM RAIL, MIDDLE RAIL AND TOP RAIL SIZE SHALL BE 1-5/8" DIA. MIN.
- G GATE KEYPADS ARE REQUIRED FOR ALL SWING GATES (SEE S408).
- H TRANSITION FROM VERTICAL ARMS TO VICTORY ARMS AT THE GATE POST WHEN THE GATE WILL OPEN 90° OR LESS. CONTINUE VERTICAL ARMS ON THE PANEL ADJACENT TO THE GATE IF THE GATE WILL OPEN OVER 90°. FOR SLIDE OPERATING GATES, MAINTAIN VERTICAL ARMS TO THE NEXT POST PAST THE LENGTH OF THE OPEN GATE.
- I DISTANCE FROM BOTTOM RAIL TO FINISHED GRADE MUST BE NO GREATER THAN 1". GRADING MAY BE REQUIRED ALONG THE PROPOSED FENCE ALIGNMENT TO MAINTAIN THE 1 INCH MAXIMUM DISTANCE.

**2 6' CHAINLINK FENCE WITH SLATS AND RAZOR WIRE**
NTS

## EARTHWORK AND GRADING NOTES:

THE FOLLOWING ESTIMATED QUANTITIES ARE GIVEN FOR INFORMATION ONLY. THE AMOUNT OF EXPORT/ IMPORT IS AN ROUGH ESTIMATE WHICH INCLUDES AN ALLOWANCE FOR CLEARING LOSS, UNSUITABLE MATERIAL, PLUS SHRINK AND SWELL OF EXCAVATED MATERIAL PLACED IN EMBANKMENTS OR USED FOR BACKFILL.

TOTAL CUT: 2041 CY
TOTAL FILL: 227 CY
TOTAL EXPORT: 1814 CY

ASSUMPTIONS:
CLEARING LOSS = 0"
TRENCH EXCAVATION: INCLUDED IN THIS CALCULATION.

ANY EXCESS AND UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE OWNER'S PROPERTY AND LEGALLY DISPOSED OF AT THE CONTRACTORS EXPENSE OR UTILIZED FOR ONSITE LANDSCAPING
THE TOPOGRAPHY FROM WHICH THE ABOVE QUANTITIES WERE COMPUTED WAS OBTAINED BY FIELD SURVEY PERFORMED BY SCO PLANNING & ENGINEERING.

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MARCH, 2023

# MINI-STORAGE
## GRADING & DRAINAGE PLAN

COLFAX / PLACER COUNTY CALIFORNIA

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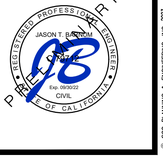
(530) 582-4043
FAX: (530) 272-5880

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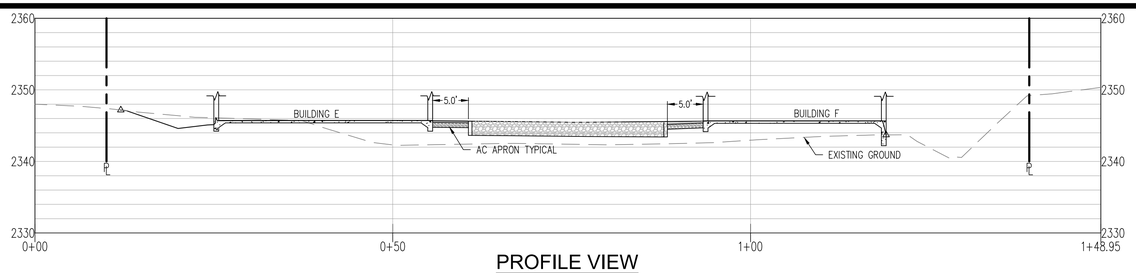
3 OF 4



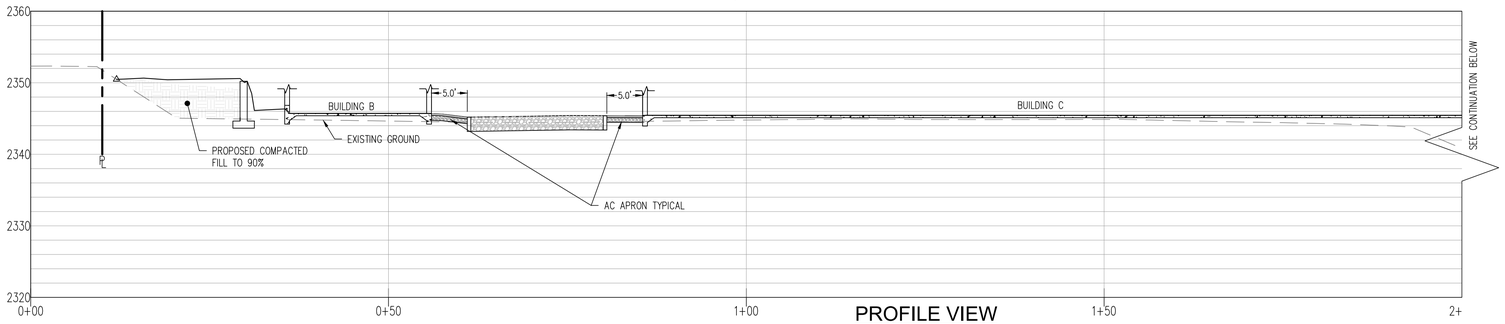

PROFILE VIEW
SECTION 1, STA: 0+00 - 1+49

## LEGEND:

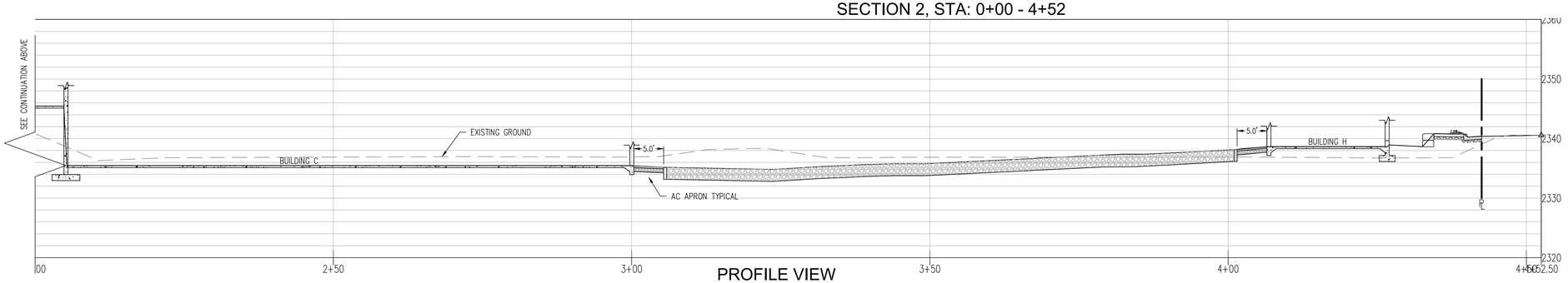
PROPERTY LINE

TRUE GRID DRAINAGE SYSTEM SEE DETAILS SHEET 3

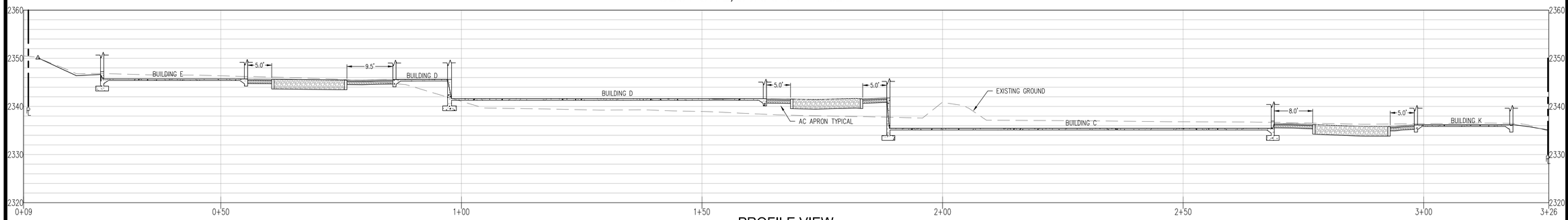
NOTE: FOUNDATION SYSTEM/WALLS ARE SHOWN FOR VISUAL PURPOSES ONLY. ALL FOUNDATION AND WALLS SHALL MATCH STRUCTURAL DESIGN BY OTHERS.



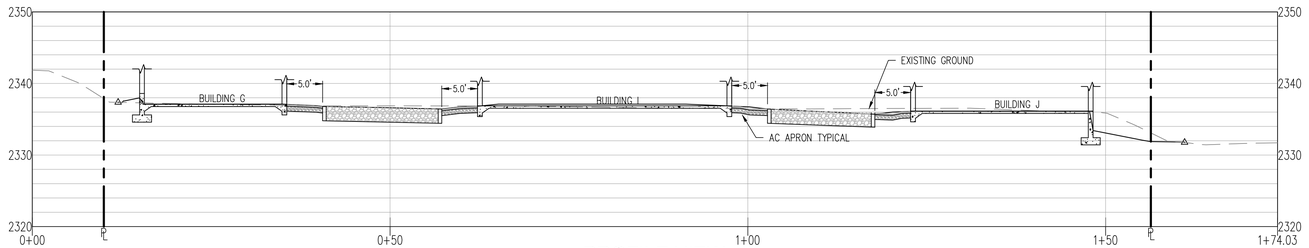

PROFILE VIEW
SECTION 2, STA: 0+00 - 4+52




PROFILE VIEW
SECTION 2, STA: 0+00 - 4+52




PROFILE VIEW
SECTION 3, STA: 0+09 - 3+26




PROFILE VIEW
SECTION 4, STA: 0+00 - 1+74

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
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PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MARCH, 2023

# MINI-STORAGE

## SITE SECTIONS

COLFAX / PLACER COUNTY, CALIFORNIA

SCO PLANNING • ENGINEERING • SURVEYING

GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043
FAX (530) 272-5880

PREPARED BY

JASON T. BUSCHMANN
No. 18407
Exp. 09/30/22
CIVIL
STATE OF CALIFORNIA

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## PROPERTY ADDRESS

PARCEL B, PORTION OF PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. ½ OF S.3 T14N R9E, M.D.B.&M.
COLFAX, CA 95713

## APPLICANTS

WALTER WHITE & JIM MENCONI
9856 SPYGLASS CIRCLE
AUBURN, CA 95602

## OWNER

BOBBY G. CUNNINGHAM TRUST
P.O. BOX 1100
COLFAX, CA 95713

## PROPOSED OWNER

WALTER K. AND JEANETTE R. WHITE,
TRUSTEES OF THE WALTER WHITE FAMILY TRUST,
CREATED APRIL 30, 1992
11390 VIA VISTA NEVADA CITY, CA 95959

## MAP PREPARED BY

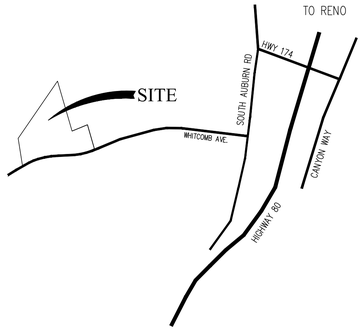
SCO PLANNING & ENGINEERING, INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CA 95645
(530) 272-5841
CONTACT: MARTIN WOOD, P.L.S.

## ASSESSOR'S PARCEL NUMBER

100-230-061-000

## LOT AREA

2.56 AC



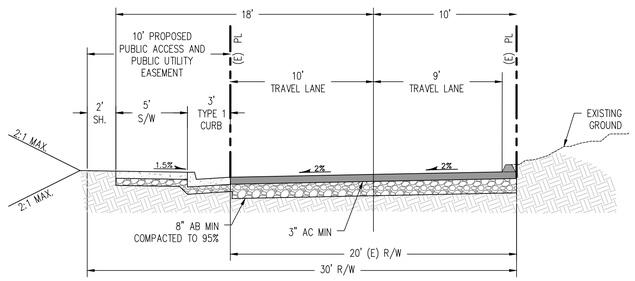

VICINITY MAP
NO SCALE

| | Units | Sq Footage |
|---|---|---|
| Building A | | |
| Office | 1 | 240 |
| 10x18 | 2 | 360 |
| 10x20 | 5 | 1000 |
| | 8 | 1600 |
| Building B | | |
| 10x20 | 9 | 1800 |
| | 9 | 1800 |
| Building C (Upper) | | |
| 5x5 | 6 | 150 |
| 10x5 | 25 | 1250 |
| 10x10 | 60 | 6000 |
| 10x15 | 11 | 1650 |
| 10x20 | 13 | 2600 |
| | 115 | 11650 |
| Building C (Lower) | | |
| 5x5 | 1 | 25 |
| 10x5 | 8 | 400 |
| 10x10 | 15 | 1500 |
| 10x15 | 22 | 3300 |
| 10x20 | 5 | 750 |
| | 51 | 5975 |
| Building D | | |
| 5x5 | 1 | 25 |
| 10x5 | 7 | 350 |
| 10x10 | 36 | 3600 |
| 10x15 | 1 | 150 |
| 10x20 | 3 | 600 |
| 10x25 | 7 | 1750 |
| | 55 | 6475 |
| Building E | | |
| 12x30 | 24 | 8640 |
| 12x15 | 1 | 180 |
| | 25 | 8820 |
| Building F | | |
| 10x10 | 1 | 100 |
| 10x20 | 12 | 2400 |
| 10x25 | 10 | 2500 |
| | 23 | 5000 |
| Building G | | |
| 10x20 | 7 | 1400 |
| Building H | | |
| 10x5 | 2 | 100 |
| 10x18 | 4 | 720 |
| 10x20 | 8 | 1600 |
| | 14 | 2420 |
| Building I | | |
| 10x10 | 3 | 300 |
| 10x15 | 4 | 600 |
| 10x20 | 3 | 600 |
| | 10 | 1500 |
| Building J | | |
| 10x23 | 4 | 920 |
| 10x25 | 3 | 750 |
| | 7 | 1670 |
| Building K | | |
| 10x18 | 6 | 1080 |
| 10x20 | 4 | 800 |
| | 10 | 1880 |
| Total Units | 334 | |
| Total SF | 50190 sf | |
| Total Rental Area | 49950 sf | |

## SITE STATISTICS

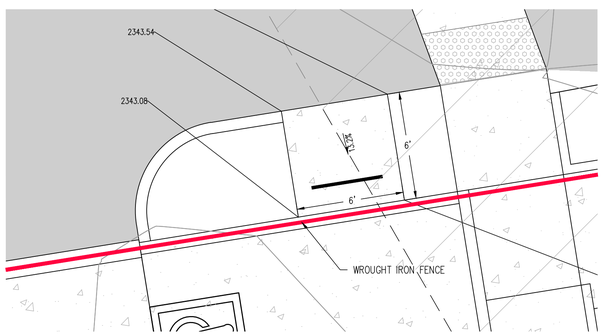
| UNIT TYPE | UNITS | PARKING |
|---|---|---|
| 5' X 5' | 8 | |
| 10' X 5' | 42 | |
| 10' X 10' | 115 | |
| 10' X 15' | 38 | |
| 10' X 18' | 12 | |
| 10' X 20' | 69 | |
| 10' X 23' | 4 | |
| 10' X 25' | 20 | |
| 12' X 15' | 1 | |
| 12' X 30' | 24 | |
| OFFICE PARKING | | 3 |
| HANDICAP PARKING | | 1 |
| **TOTAL** | 333 | |

TOTAL AREA OF STORAGE UNITS - 49,950 SF




## TYPICAL ROADWAY SECTION A–A

N.T.S.

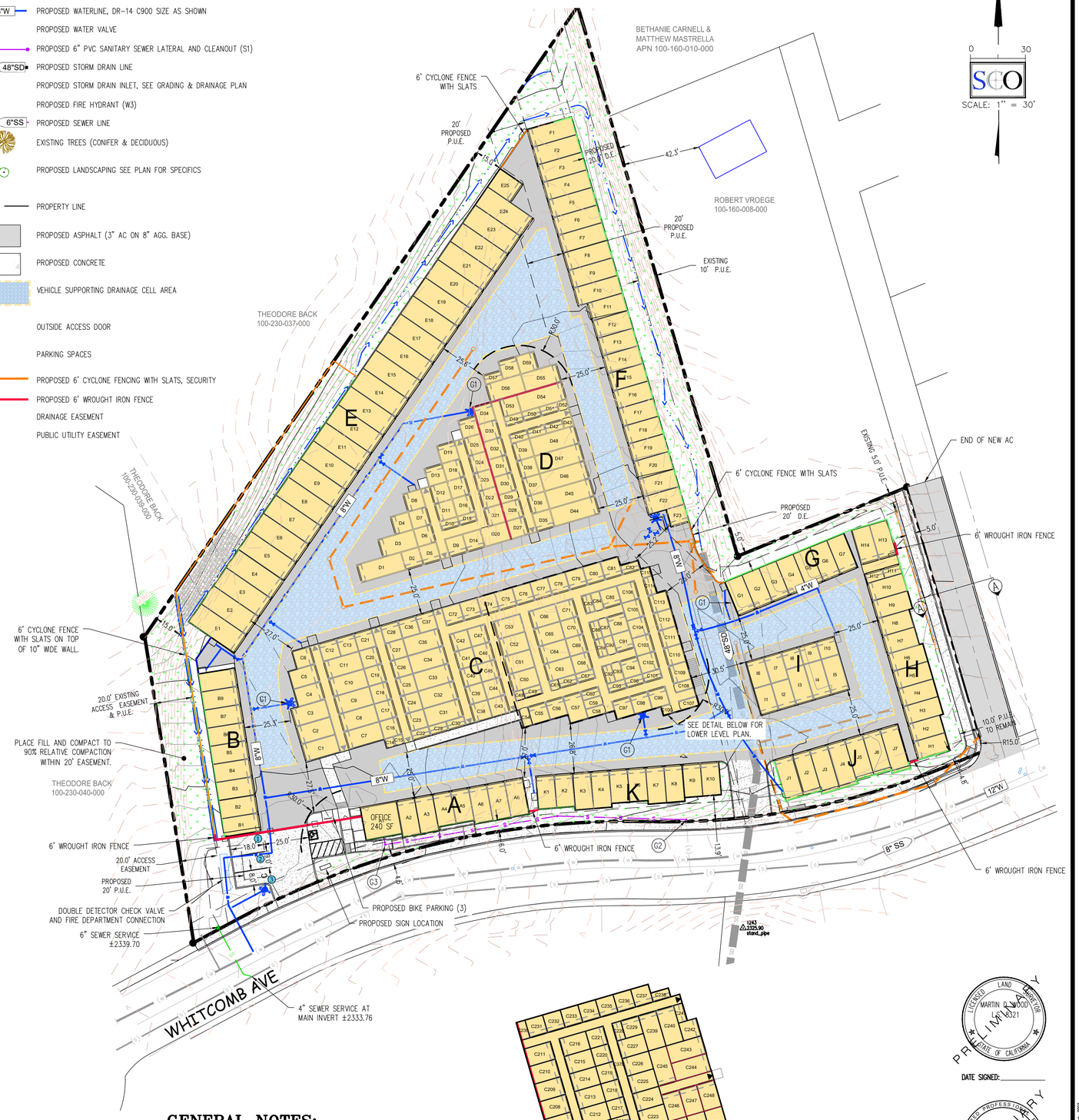



## BICYCLE PARKING DETAIL

1" = 4'

## LEGEND:

- 8"W — PROPOSED WATERLINE, DR-14 C900 SIZE AS SHOWN
- PROPOSED WATER VALVE
- S — PROPOSED 6" PVC SANITARY SEWER LATERAL AND CLEANOUT (S1)
- 48"SD — PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED FIRE HYDRANT (W3)
- S — 6"SS — PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPOSED LANDSCAPING SEE PLAN FOR SPECIFICS
- PROPERTY LINE
- PROPOSED ASPHALT (3" AC ON 8" AGG. BASE)
- PROPOSED CONCRETE
- VEHICLE SUPPORTING DRAINAGE CELL AREA
- OUTSIDE ACCESS DOOR
- PARKING SPACES
- PROPOSED 6' CYCLONE FENCING WITH SLATS, SECURITY
- PROPOSED 6' WROUGHT IRON FENCE
- D.E. — DRAINAGE EASEMENT
- P.U.E. — PUBLIC UTILITY EASEMENT




## GENERAL NOTES:

G1 INSTALL FIRE HYDRANT
G2 INSTALL SEWER CONNECTION
G3 INSTALL SEWER CLEANOUT



## LOWER LEVEL PLAN

1" = 30'

LICENSED LAND SURVEYOR
MARTIN D. WOOD
L.S. 8321
STATE OF CALIFORNIA
PRELIMINARY
DATE SIGNED:

REGISTERED PROFESSIONAL ENGINEER
JASON T. BLATTUM
C/VIL
Exp. 09/30/22
STATE OF CALIFORNIA
PRELIMINARY

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MAY, 2023

# MINI-STORAGE
# PRELIMINARY SITE PLAN

COLFAX / PLACER COUNTY, CALIFORNIA

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(530) 272-5841
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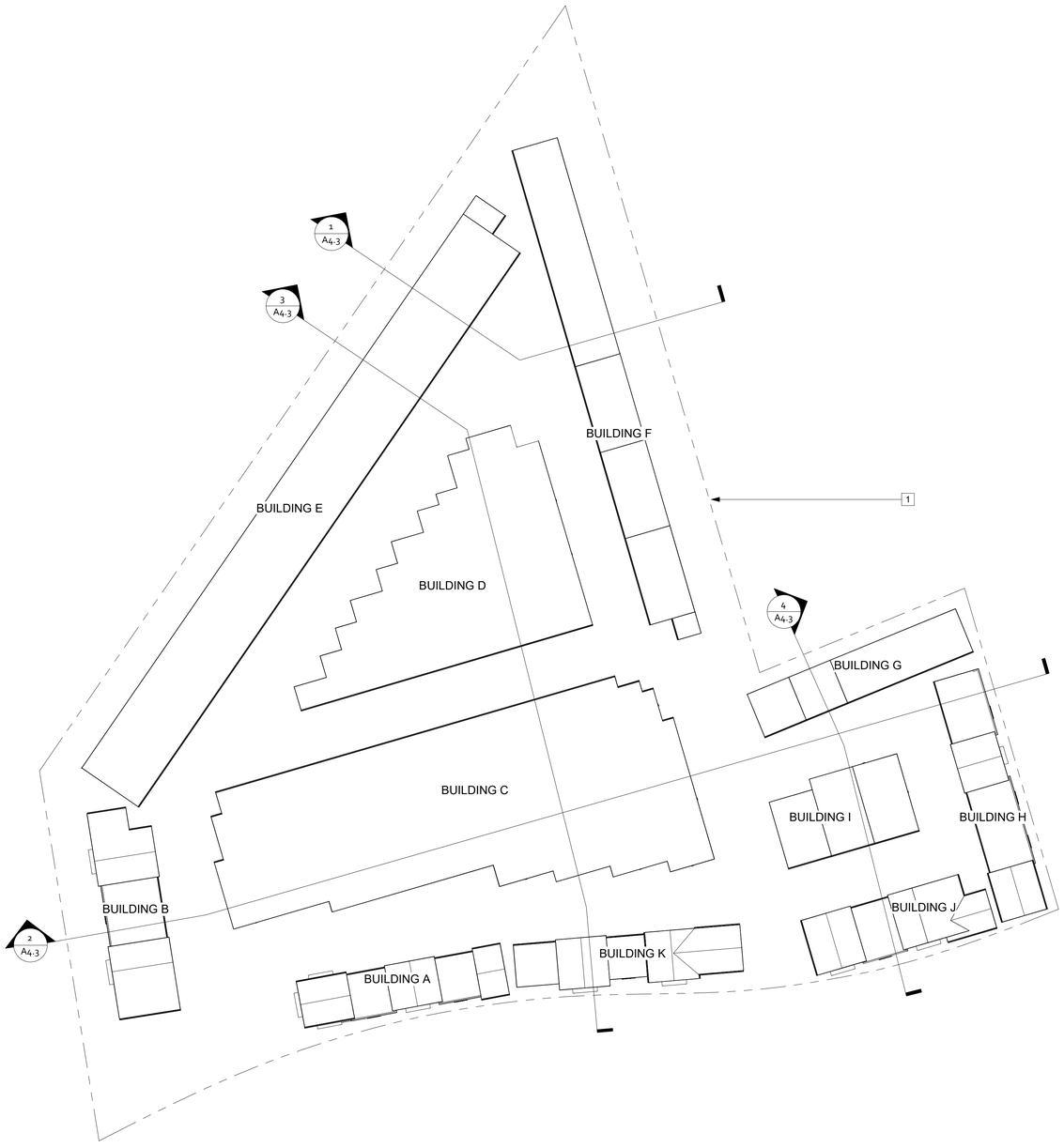


1 SITE PLAN
1" = 30'-0"

## LEGEND

PROPERTY LINE

## SHEET NOTES

1. PROPERTY LINE LOCATION

N

WALLIS DESIGN STUDIO
ARCHITECTS, INC.

415 W Main St
Grass Valley, CA 95945
(530) 264-7010
WallisDesignStudio.com

# Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PARCEL B, PORTION OF
PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

Stamp:

LICENSED ARCHITECT
ROBERT M. WALLIS
C-30915
12/31/23
RENEWAL
DATE
STATE OF CALIFORNIA

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| No. | Description | Date |
|---|---|---|

| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
SITE PLAN

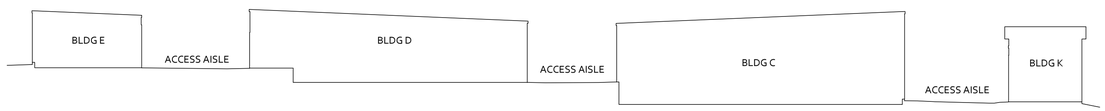
Drawing Number:
A1.0




1 SITE SECTION 1
1" = 20'-0"




2 SITE SECTION 2
1" = 20'-0"




3 SITE SECTION 3
1" = 20'-0"




4 SITE SITE SECTION 4
1" = 20'-0"

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# Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PARCEL B, PORTION OF
PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

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ROBERT M. WALLIS
C-30915
12/31/23
RENEWAL DATE
STATE OF CALIFORNIA

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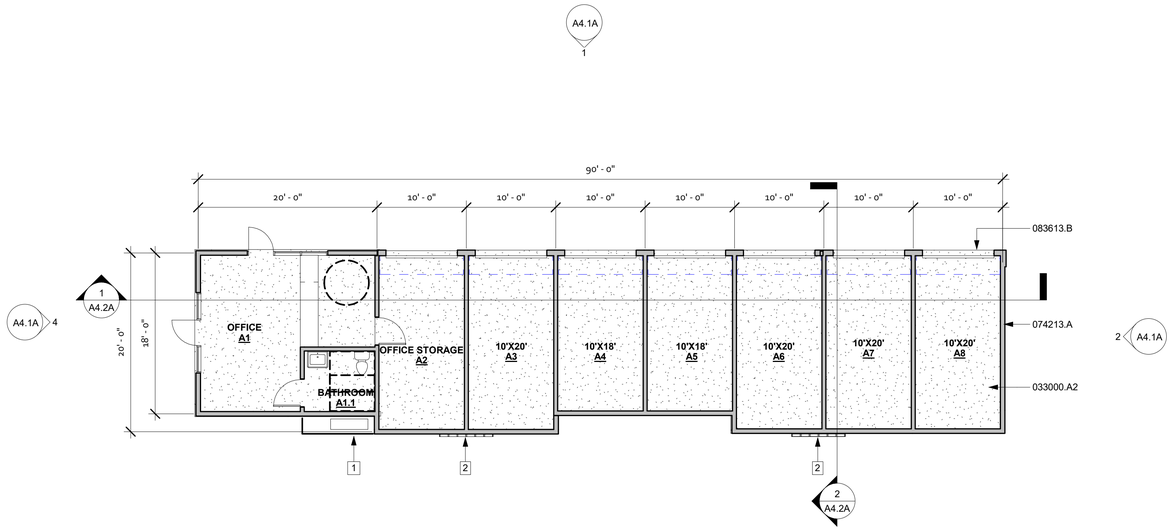
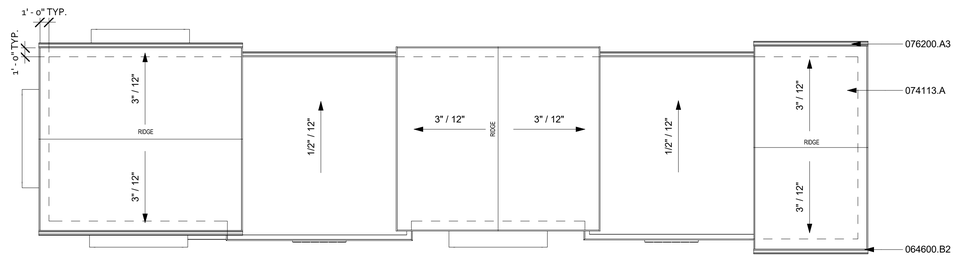
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | 1" = 20'-0" |
| Drawn By: | CF |

Drawing Title:
SITE SECTIONS

Drawing Number:
A4.3




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

(N) WALL LOCATION

101 DOOR TYPE: REFER TO SCHEDULE ON 1 / A3.1

1t WINDOW TYPE: REFER TO SCHEDULE ON 1 / A3.2

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

## SHEET NOTES

1. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
2. WALL MOUNTED CONDENSER W/ WOOD SLAT SCREEN

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| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

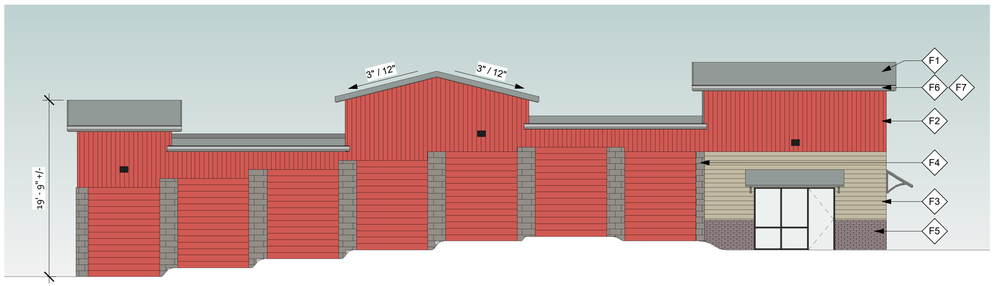
Drawing Title:

BUILDING A
FLOOR AND
ROOF PLAN

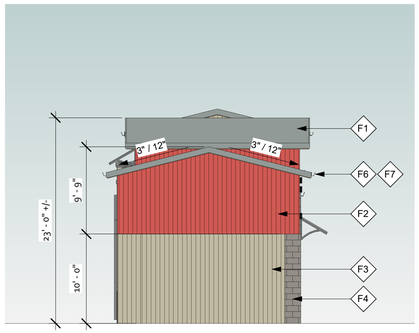
Drawing Number:

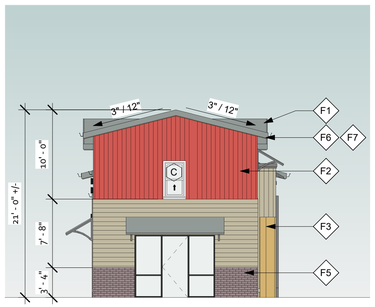
A2.1A


2/17/2023 1:04:52 PM



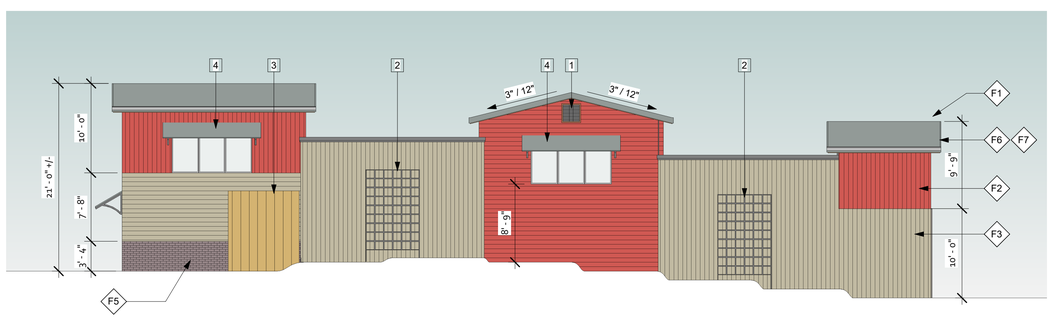

1 BUILDING A - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING A - LEFT ELEVATION
1/8" = 1'-0"

4 BUILDING A - RIGHT ELEVATION
1/8" = 1'-0"




3 BUILDING A - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/ HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



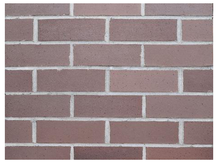
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT SAND



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICK'S
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

# SHEET NOTES

1. GABLE VENT
2. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
3. WALL MOUNTED CONDENSER W/ WOOD SLAT SCREEN
4. METAL AWNING

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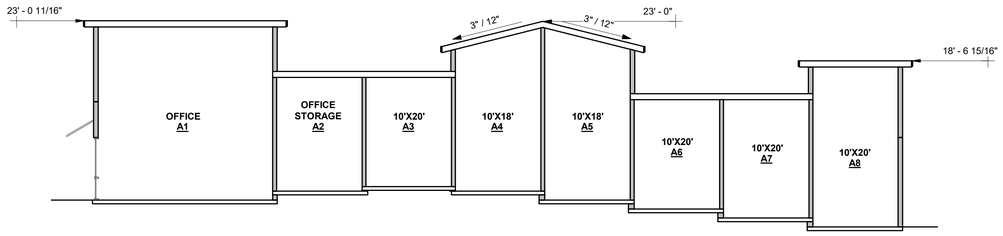
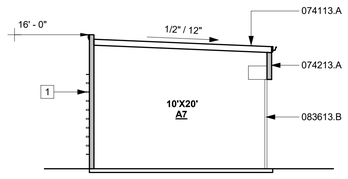
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING A EXTERIOR ELEVATIONS

Drawing Number:
A4.1A




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

## SHEET NOTES

1. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION

## KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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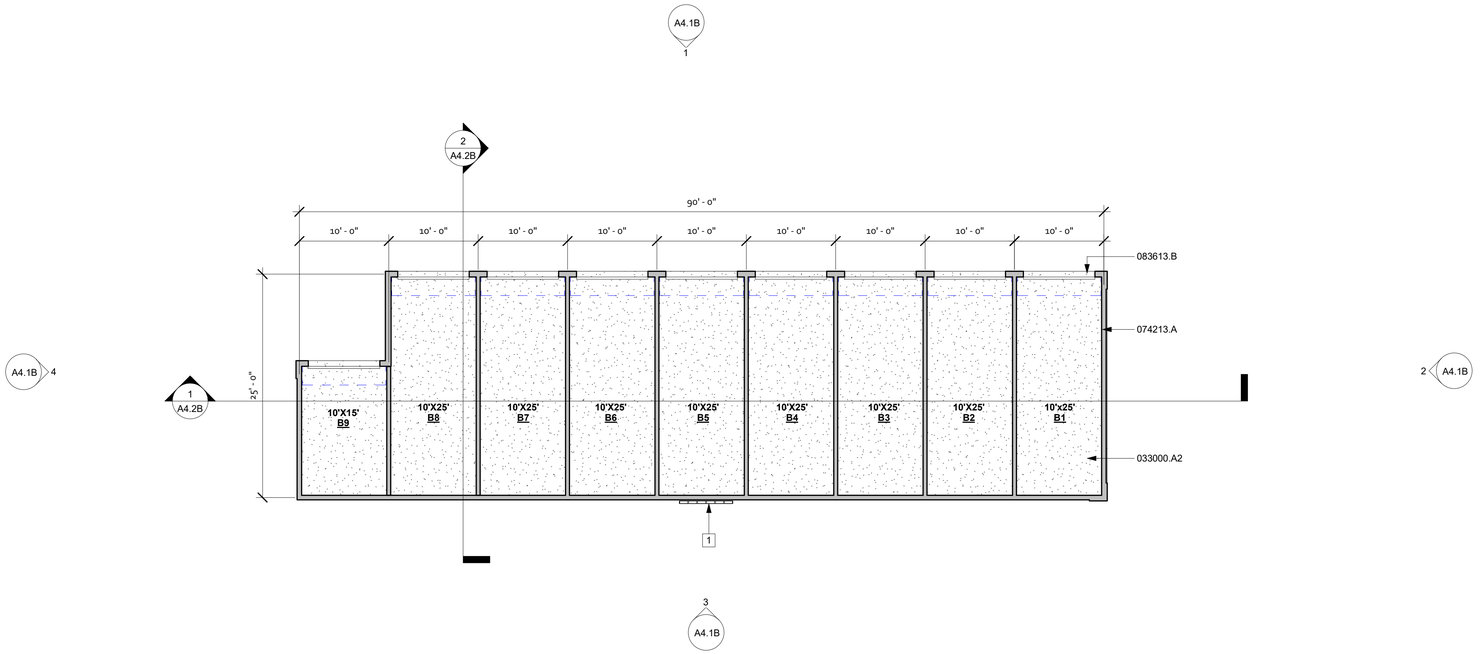
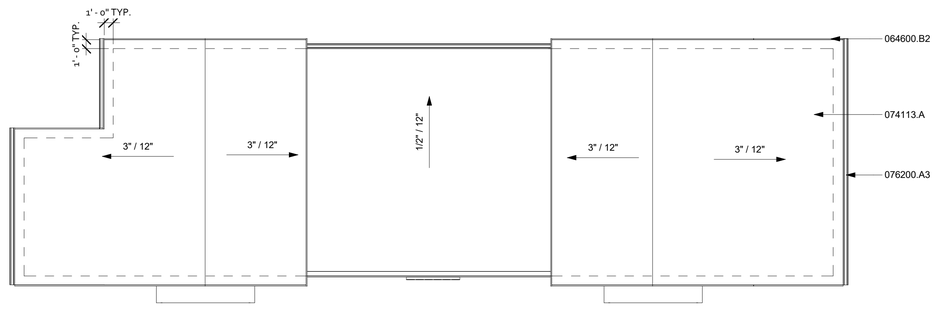
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING A
BUILDING
SECTIONS

Drawing Number:
A4.2A




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE
- 11 WINDOW TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

## SHEET NOTES

1. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION

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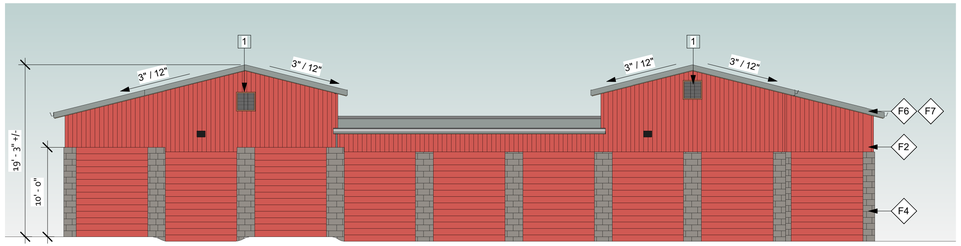
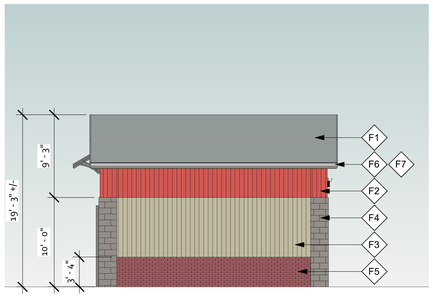
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

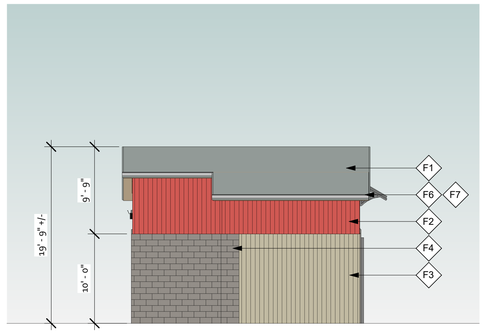
Drawing Title:
BUILDING B
FLOOR AND
ROOF PLANS

Drawing Number:
A2.1B



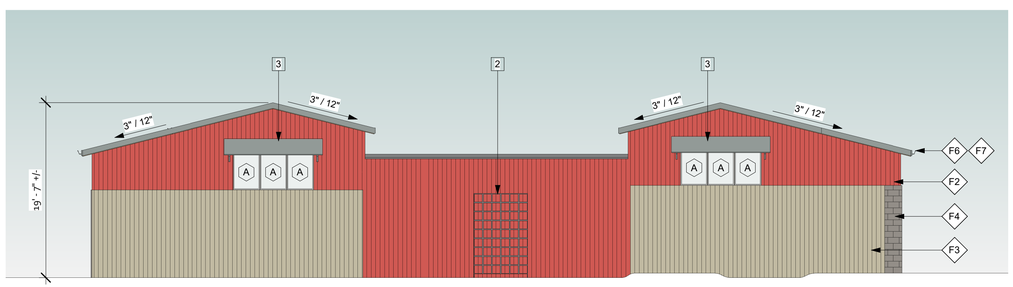

1 BUILDING B - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING B - LEFT ELEVATION
1/8" = 1'-0"

4 BUILDING B - RIGHT ELEVATION
1/8" = 1'-0"




3 BUILDING B - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



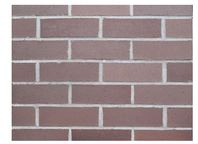
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT SAND



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

# SHEET NOTES

1. GABLE VENT
2. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
3. METAL AWNING

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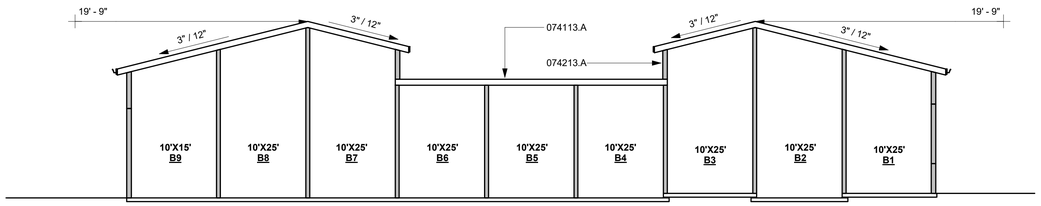
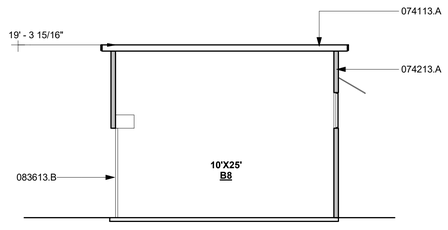
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING B
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1B




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

## KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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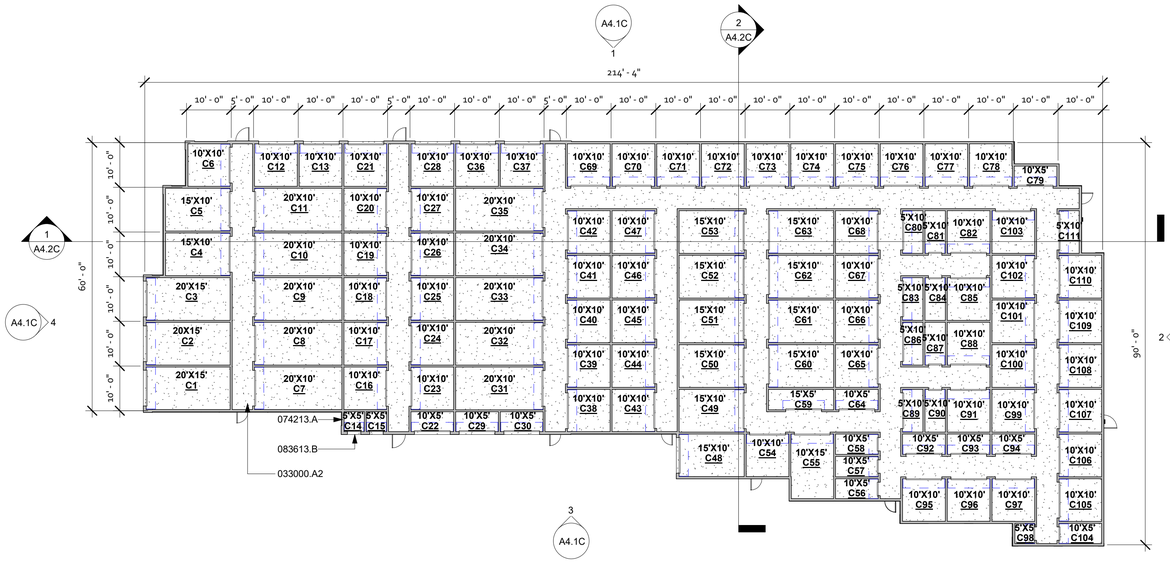
| Drawn By: | CF |

Drawing Title:

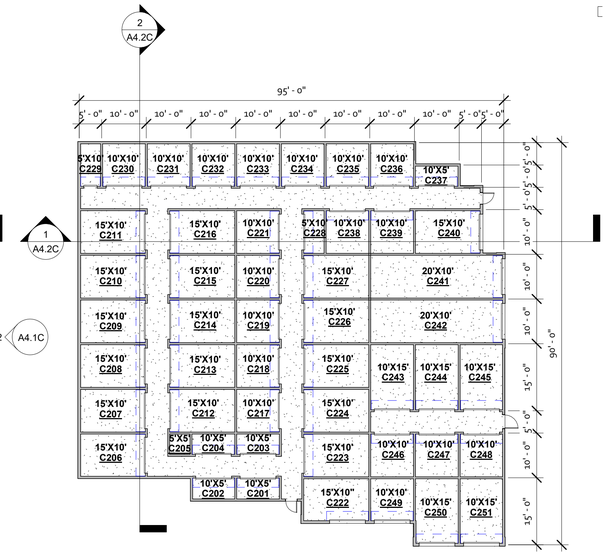
BUILDING B
BUILDING
SECTIONS

Drawing Number:

A4.2B




1 1ST FLOOR PLAN - OVERALL
1/16" = 1'-0"



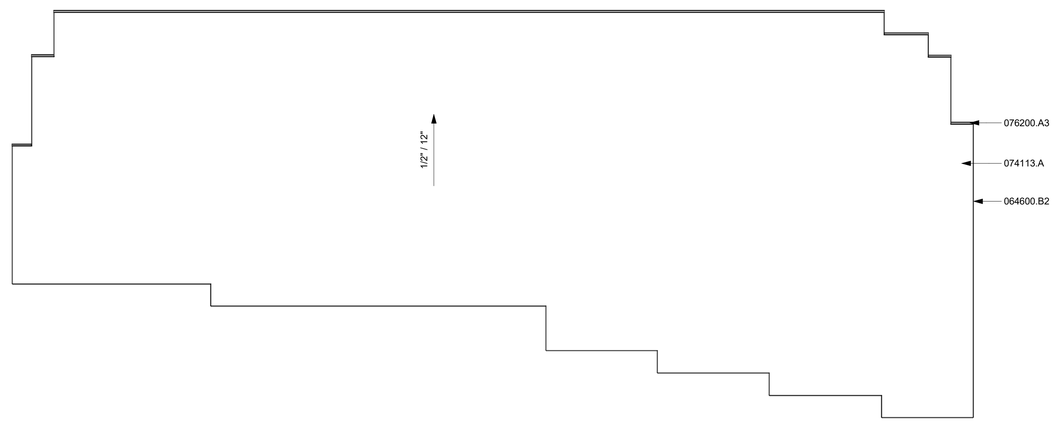

2 LOWER LEVEL SLAB
1/16" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |




3 ROOF PLAN
1/16" = 1'-0"

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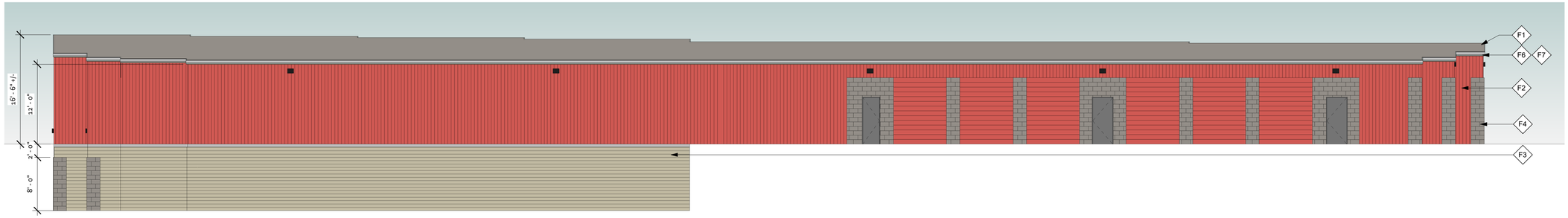
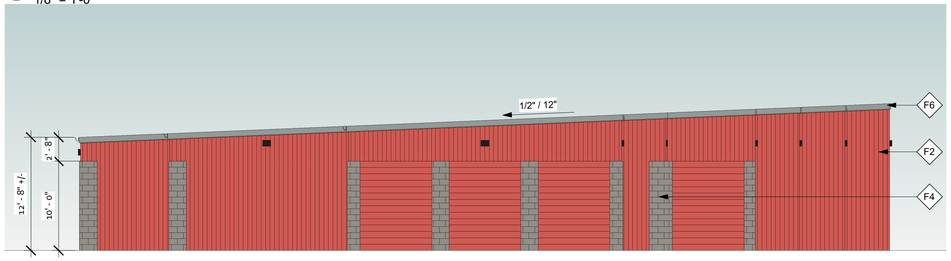
| Drawn By: | CF |

Drawing Title:
BUILDING C
FLOOR AND
ROOF PLANS

Drawing Number:
A2.1C



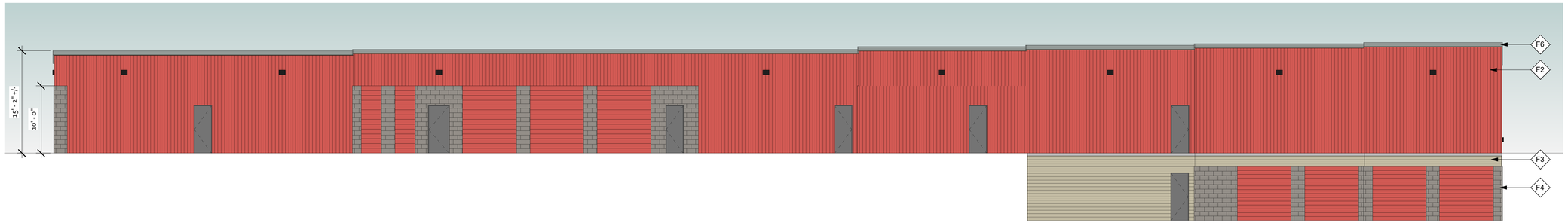

1 BUILDING C - NORTH ELEVATION
1/8" = 1'-0"




4 BUILDING C - WEST ELEVATION
1/8" = 1'-0"




2 BUILDING C - EAST ELEVATION
1/8" = 1'-0"




3 BUILDING C - SOUTH ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN

F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

GLAZING
"T" DENOTES TEMPERED GLAZING, TYPICAL

PAINT
SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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ARCHITECTS, INC.

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Grass Valley, CA 95945
(530) 264-7010
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# Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PAR. B, PORTION OF PAR. C & D
OF BK. 19 PAR. MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

Stamp:

LICENSED ARCHITECT
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C-30915
12/31/23
RENEWAL
DATE
STATE OF CALIFORNIA

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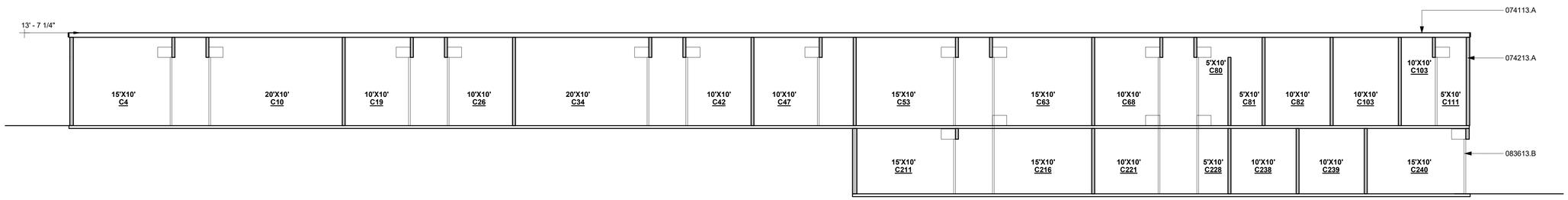
|---|---|---|

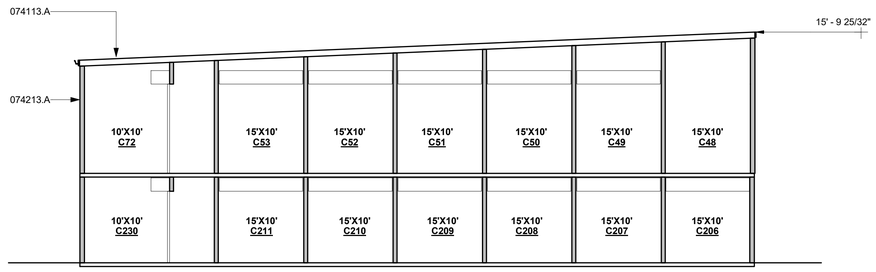
Proj. No.: 2021000
Date: 02/17/2023
Scale: As indicated
Drawn By: CF

Drawing Title:
BUILDING C
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1C




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

## KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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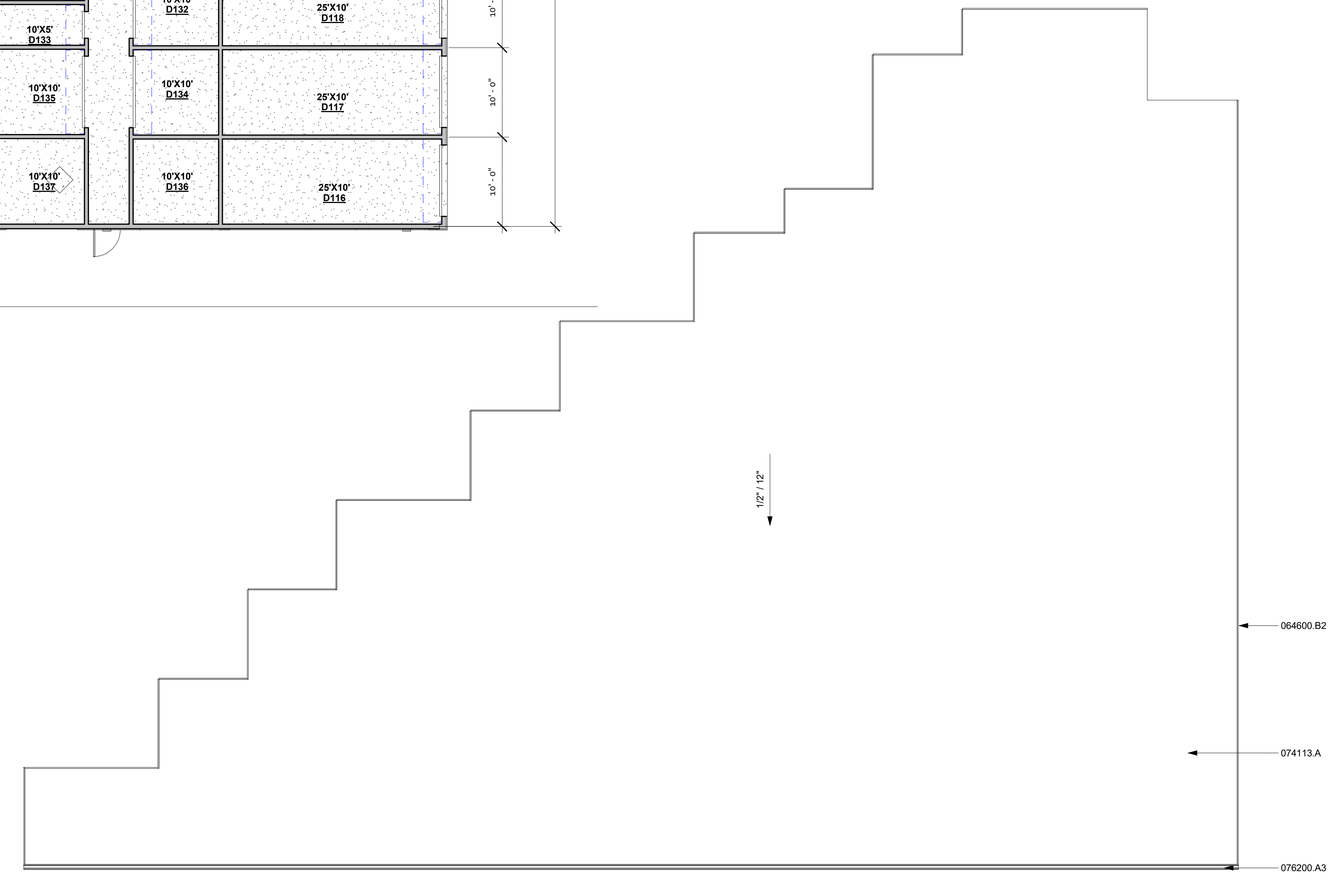
| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING C
BUILDING
SECTIONS

Drawing Number:
A4.2C




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF UPPER A
1/8" = 1'-0"

## LEGEND

(N) WALL LOCATION

WALL BELOW

101 DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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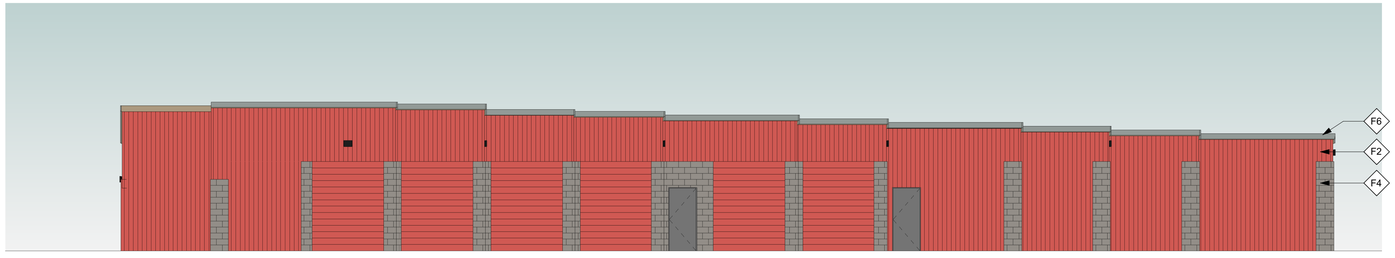
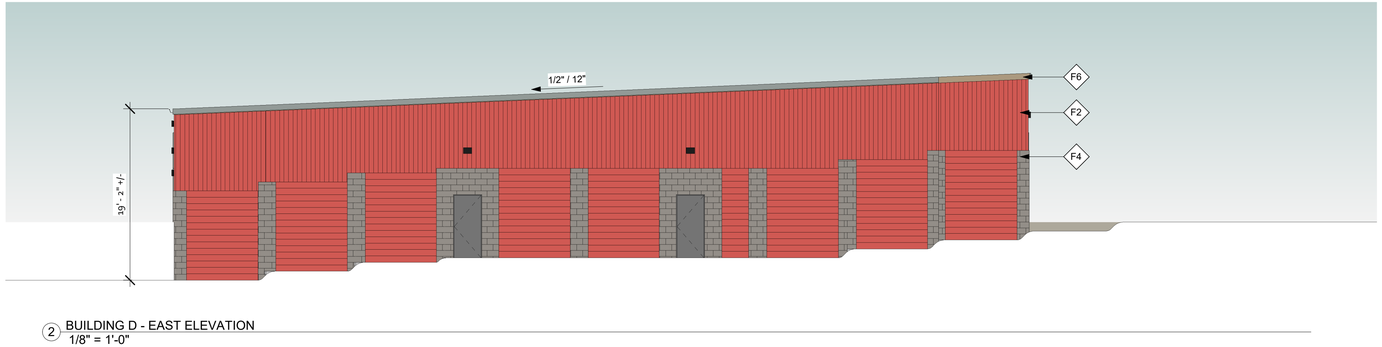
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING D
FLOOR AND
ROOF PLANS

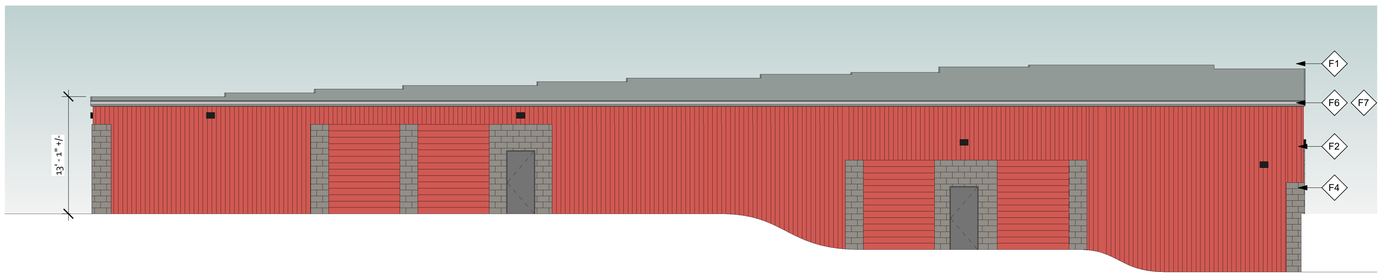
Drawing Number:
A2.1D



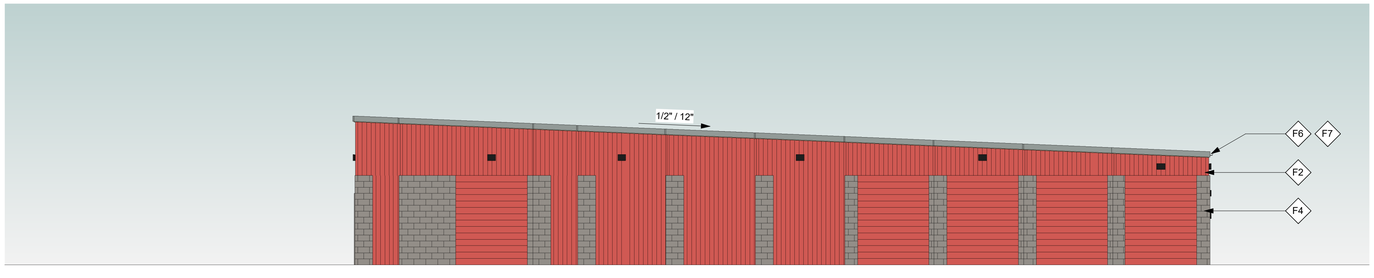

1 BUILDING D - NORTH ELEVATION
1/8" = 1'-0"




2 BUILDING D - EAST ELEVATION
1/8" = 1'-0"




3 BUILDING D - SOUTH ELEVATION
1/8" = 1'-0"




4 BUILDING D - WEST ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



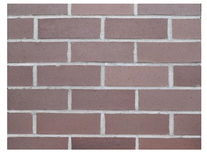
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT SAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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PAR. B, PORTION OF PAR. C & D
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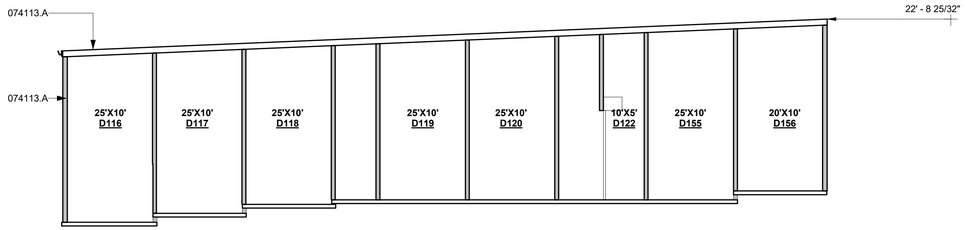
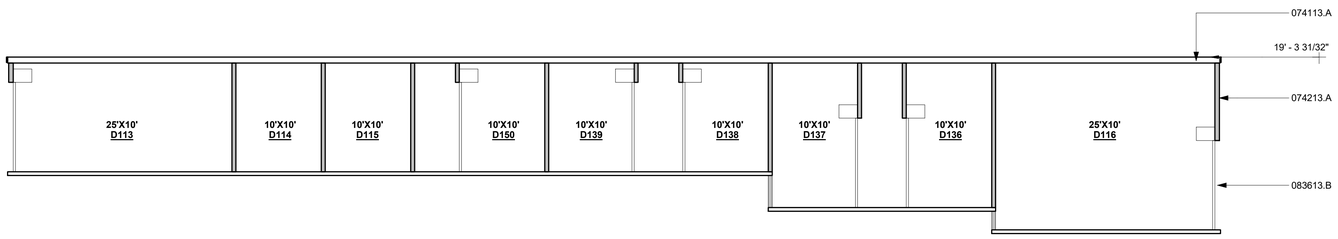
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING D
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1D




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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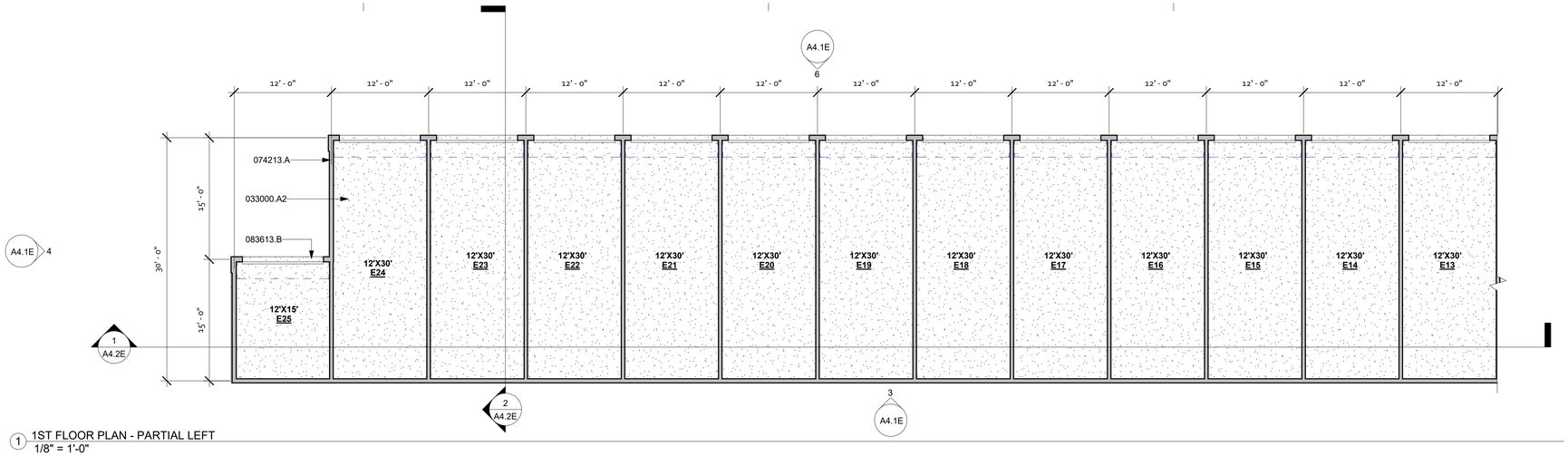
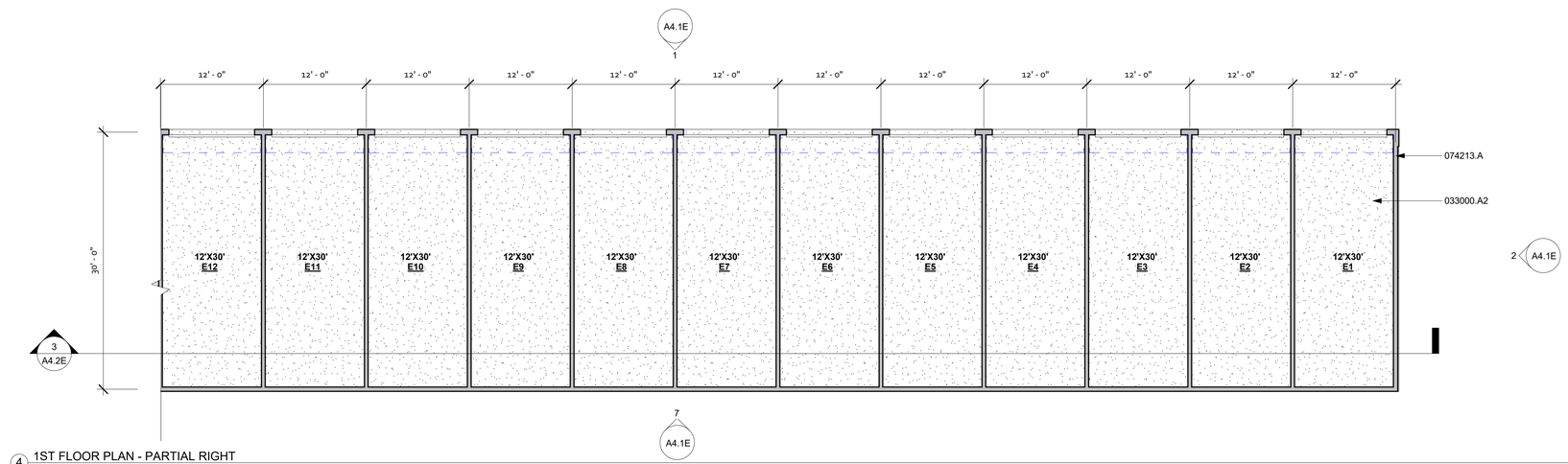
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING D
BUILDING
SECTIONS

Drawing Number:
A4.2D




1 1ST FLOOR PLAN - PARTIAL LEFT
1/8" = 1'-0"




4 1ST FLOOR PLAN - PARTIAL RIGHT
1/8" = 1'-0"




2 ROOF PLAN - PARTIAL LEFT
1/8" = 1'-0"




3 ROOF PLAN - PARTIAL RIGHT
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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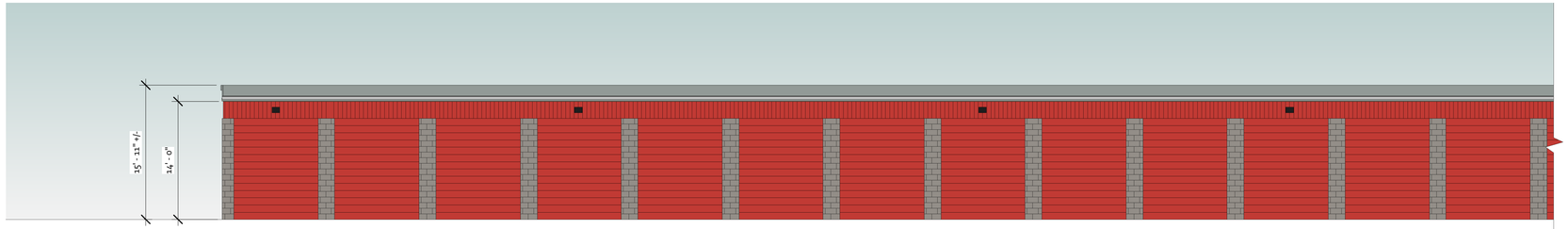
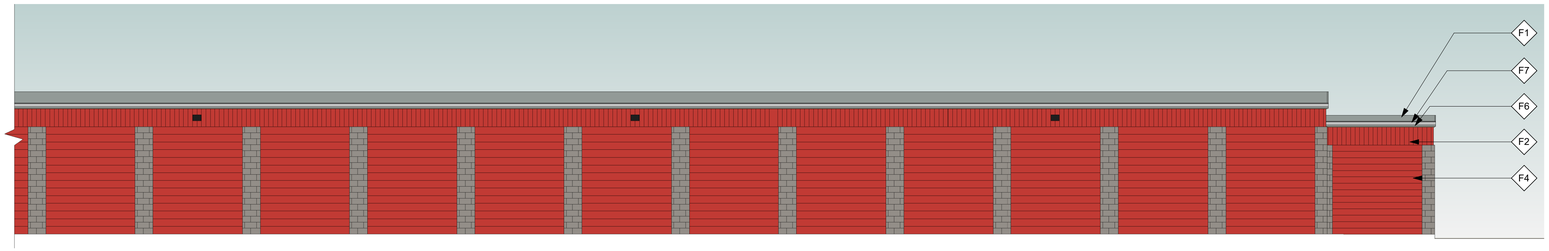
|---|---|
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING E
FLOOR AND
ROOF PLANS

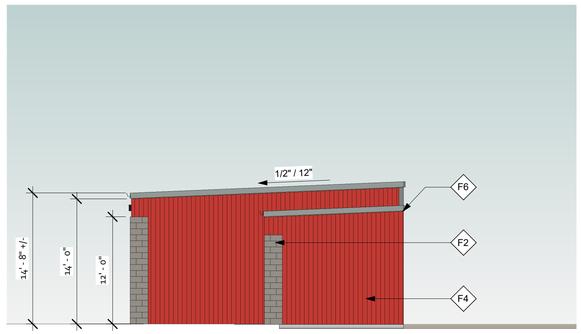
Drawing Number:
A2.1E



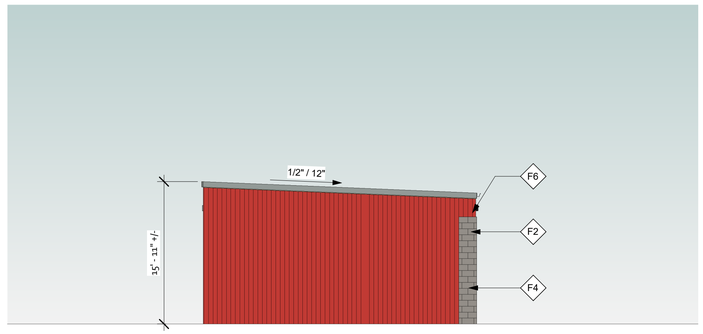

1 BUILDING E - FRONT ELEVATION 1
1/8" = 1'-0"



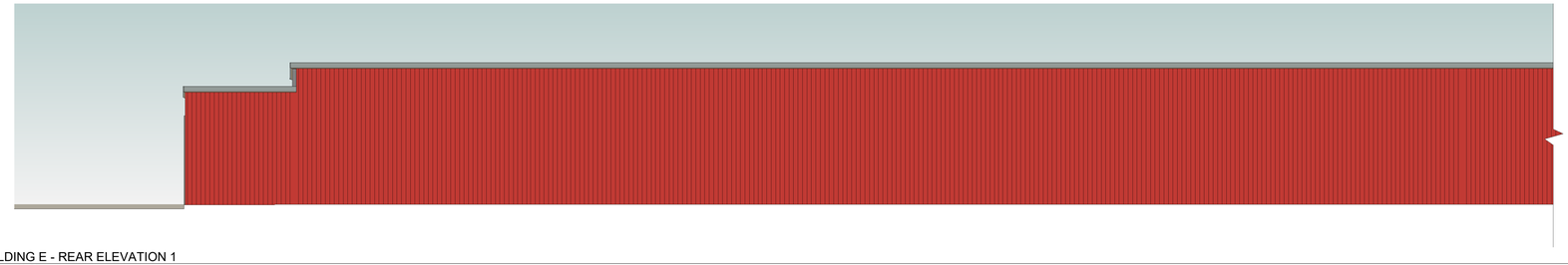

6 BUILDING E - FRONT ELEVATION 2
1/8" = 1'-0"



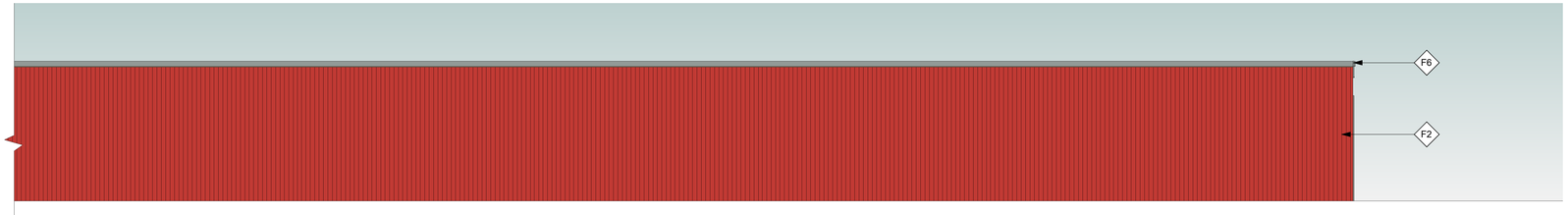

4 BUILDING E - RIGHT ELEVATION
1/8" = 1'-0"




2 BUILDING E - LEFT ELEVATION
1/8" = 1'-0"



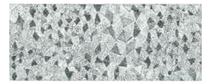
3 BUILDING E - REAR ELEVATION 1
1/8" = 1'-0"




7 BUILDING E - REAR ELEVATION 2
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



F3 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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PORTION E. 1/2 OF S.3 T14N
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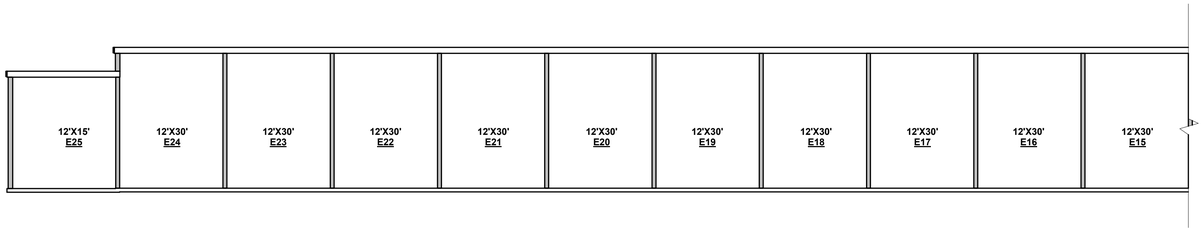
|---|---|
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING E
EXTERIOR
ELEVATIONS

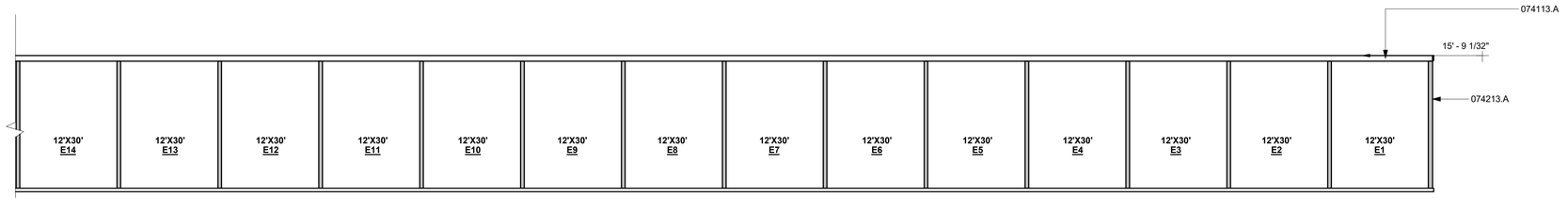
Drawing Number:
A4.1E

# KEYNOTES

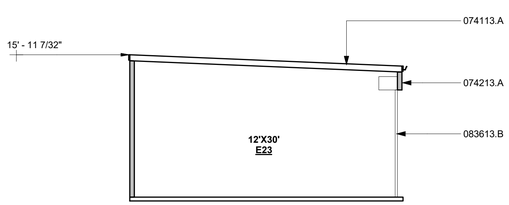
| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |




1 SECTION A - PARTIAL LEFT
1/8" = 1'-0"




3 SECTION A - PARTIAL RIGHT
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

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# Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PAR. B, PORTION OF PAR. C & D
OF BK. 19 PAR. MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

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C-30915
12/31/23
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DATE
STATE OF CALIFORNIA

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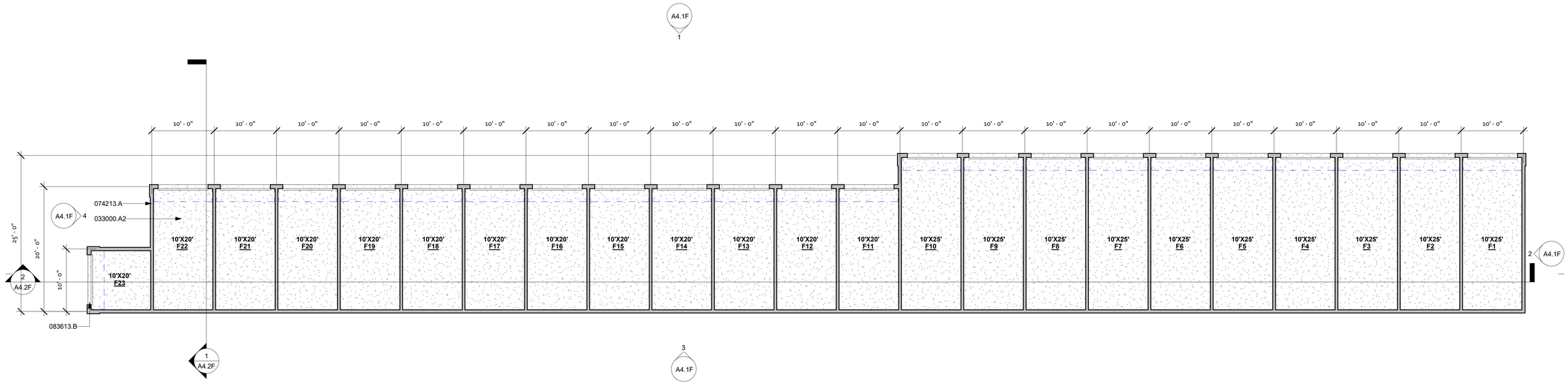
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

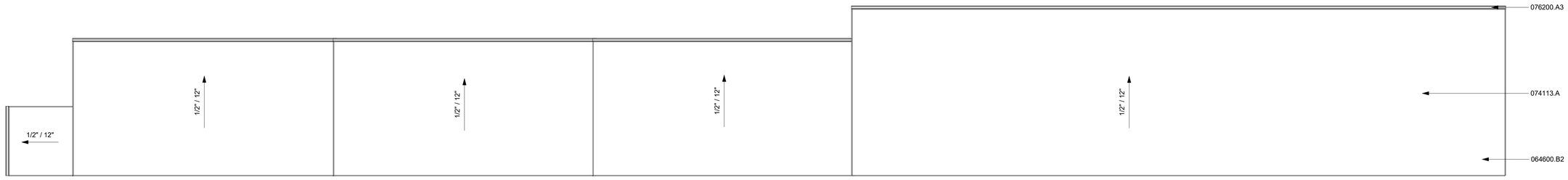
BUILDING E
BUILDING
SECTIONS

Drawing Number:

A4.2E




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- (101) DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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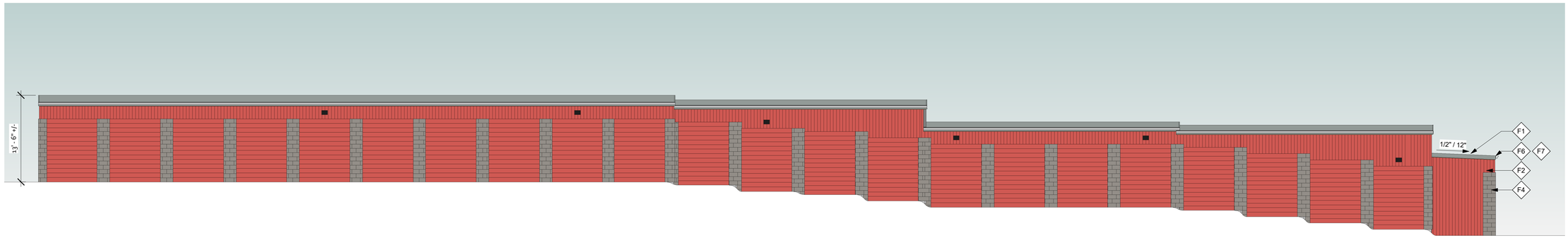
| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

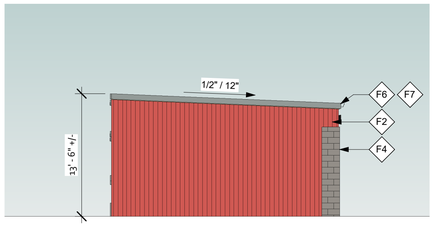
BUILDING F
FLOOR AND
ROOF PLANS

Drawing Number:

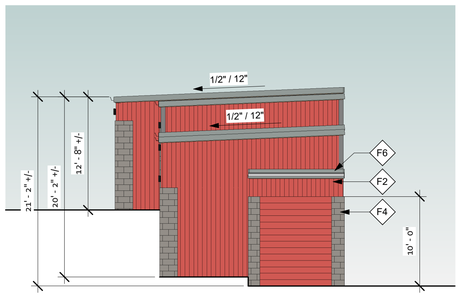
A2.1F



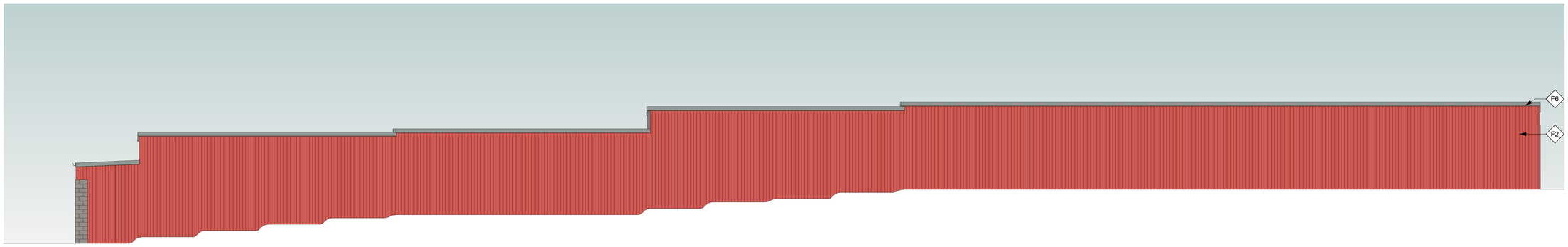

1 BUILDING F - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING F - LEFT ELEVATION
1/8" = 1'-0"




4 BUILDING F - RIGHT ELEVATION
1/8" = 1'-0"




3 BUILDING F - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN

F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

GLAZING
"T" DENOTES TEMPERED GLAZING, TYPICAL

PAINT
SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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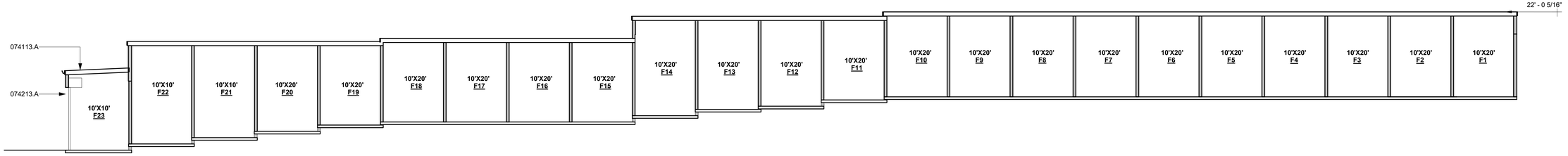
Date: 03/22/2023
Scale: As indicated
Drawn By: CF

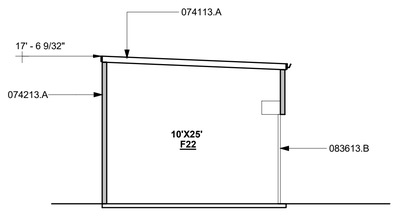
Drawing Title:
BUILDING F
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1F


3/22/2023 3:58:46 PM




2 SECTION A
1/8" = 1'-0"




1 SECTION B
1/8" = 1'-0"

## KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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| | |
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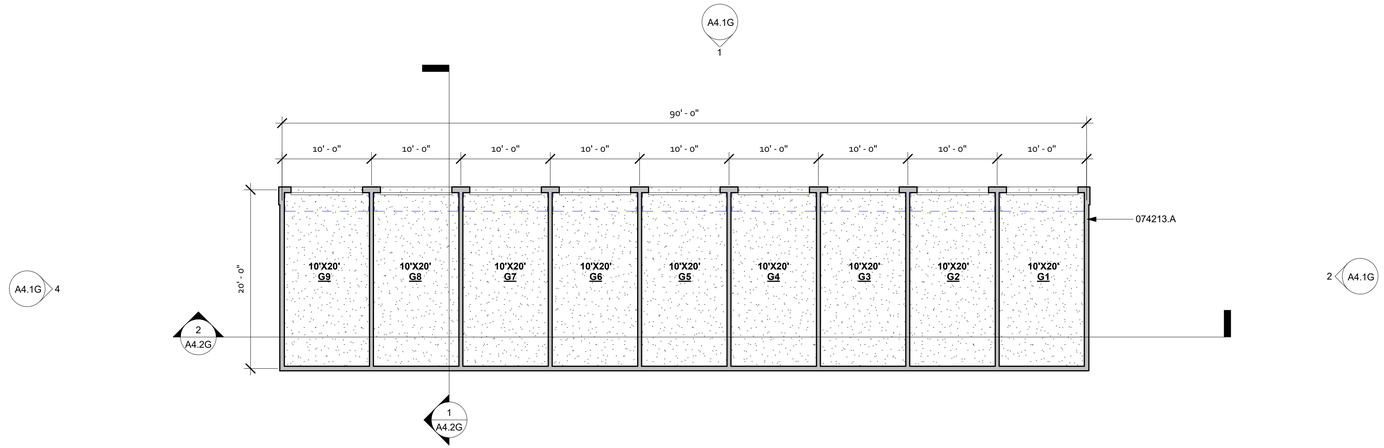
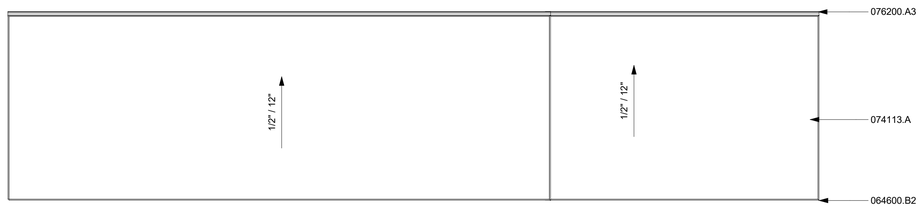
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING F
BUILDING
SECTIONS

Drawing Number:
A4.2F




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

(N) WALL LOCATION

WALL BELOW

101 DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |

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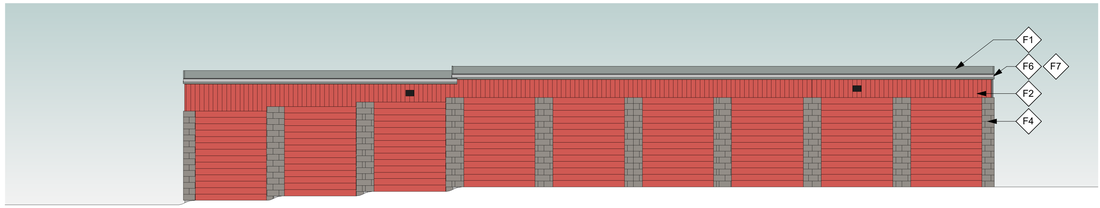
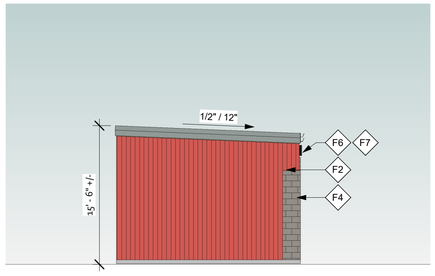
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING G
FLOOR AND
ROOF PLANS

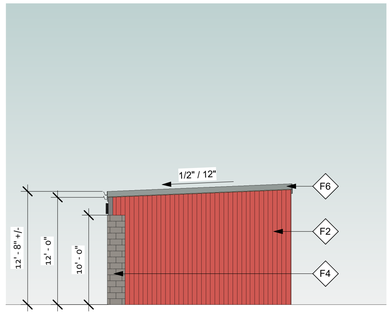
Drawing Number:
A2.1G



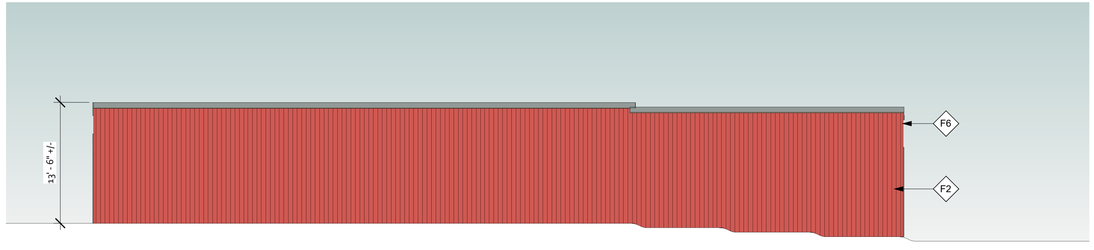

1 BUILDING G - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING G - LEFT ELEVATION
1/8" = 1'-0"




4 BUILDING G - RIGHT ELEVATION
1/8" = 1'-0"




3 BUILDING G - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - TYPICAL
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



F3 WALL - TYPICAL
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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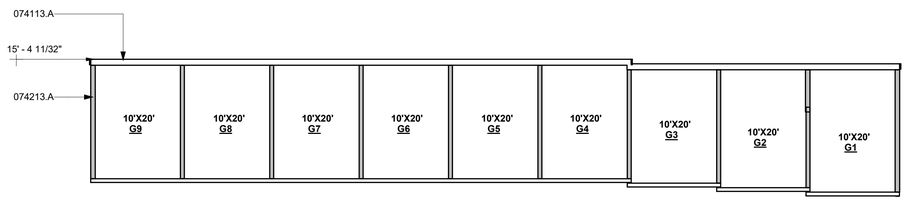
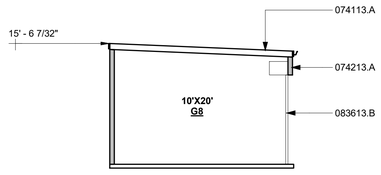
Proj. No.: 2021000
Date: 03/22/2023
Scale: As indicated
Drawn By: CF

Drawing Title:
BUILDING G
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1G




2 SECTION A
1/8" = 1'-0"




1 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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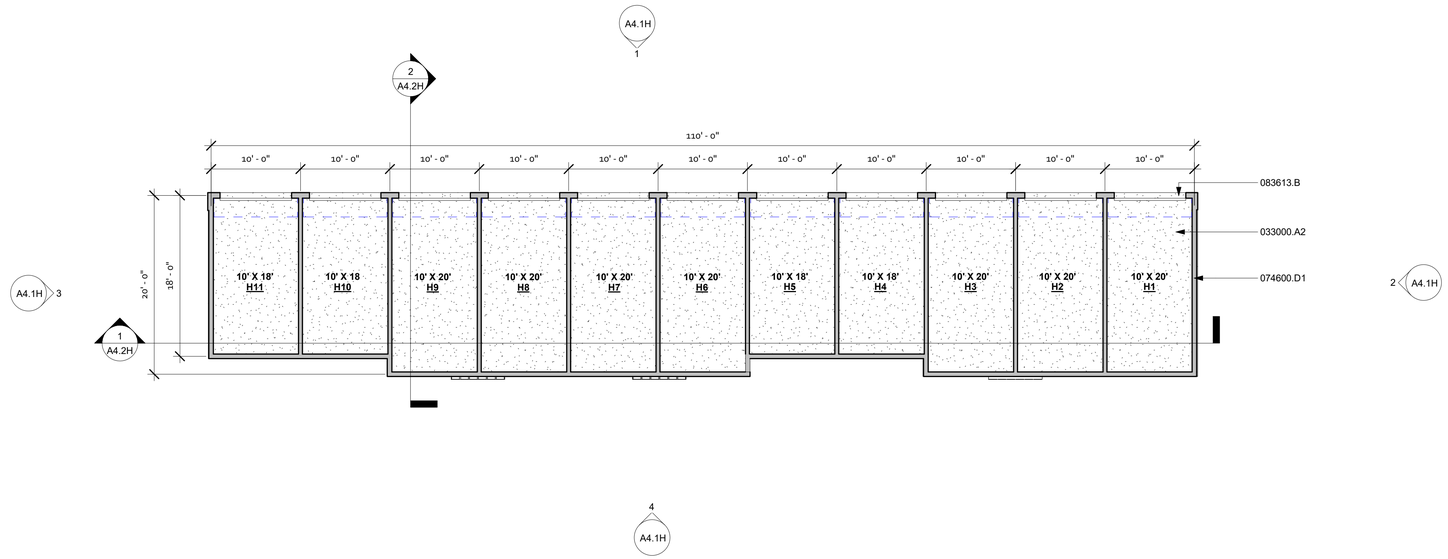
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

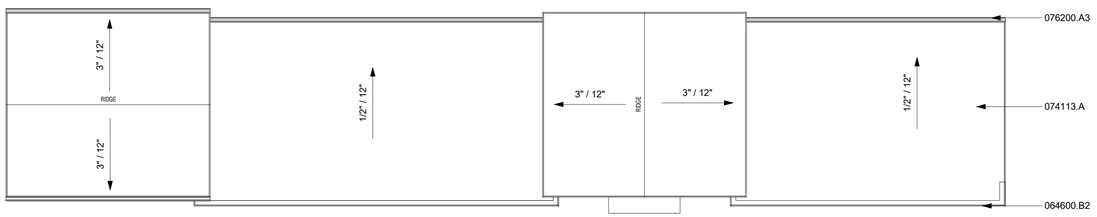
BUILDING G
BUILDING
SECTIONS

Drawing Number:

A4.2G




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

(N) WALL LOCATION

WALL BELOW

101 DOOR TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074600.D1 | FIBER-CEMENT HORIZONTAL SIDING BOARD ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |



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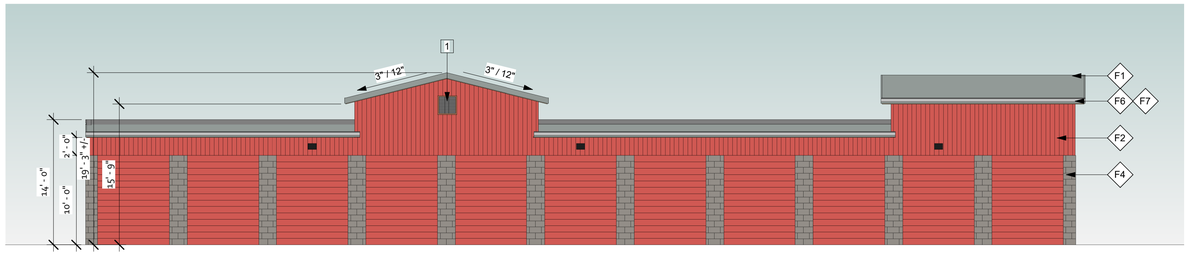
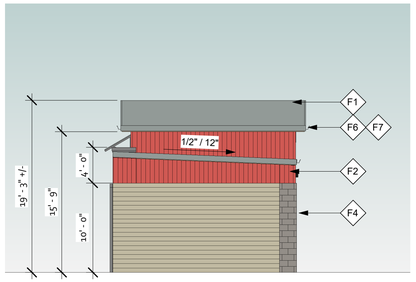
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING H
FLOOR AND
ROOF PLANS

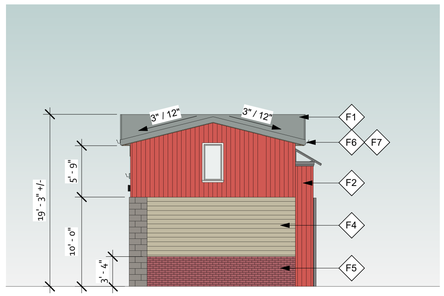
Drawing Number:
A2.1H



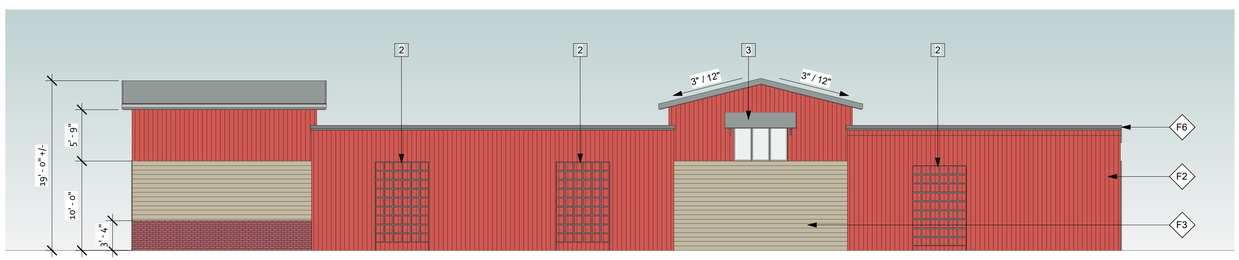

1 BUILDING H - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING H - LEFT ELEVATION
1/8" = 1'-0"



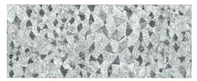

3 BUILDING H - RIGHT ELEVATION
1/8" = 1'-0"




4 BUILDING H - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/ HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



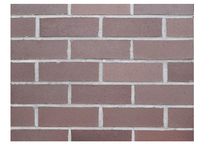
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

# SHEET NOTES

1. GABLE VENT
2. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
3. METAL AWNING

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WALTER WHITE
& JIM MENCONI

PAR. B, PORTION OF PAR. C & D
OF BK. 19 PAR. MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

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C-30915
12/31/23
DATE
STATE OF CALIFORNIA

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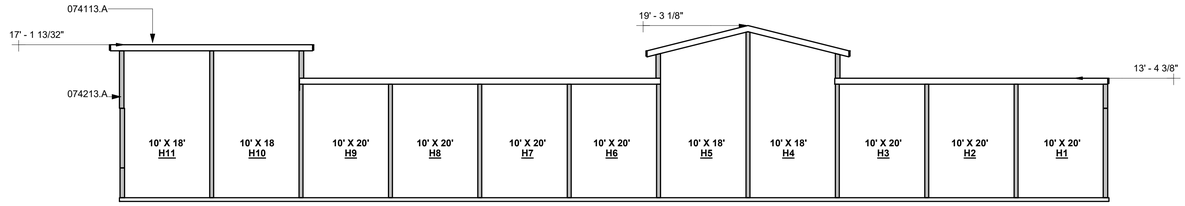
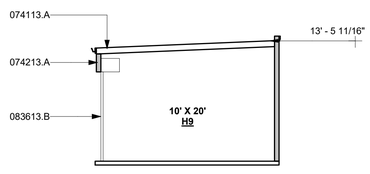
| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING H
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1H




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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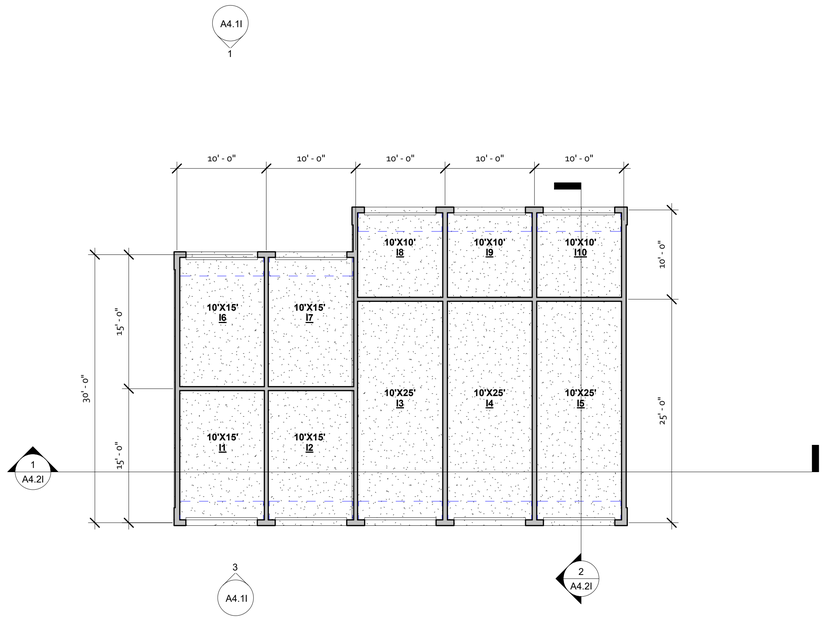
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

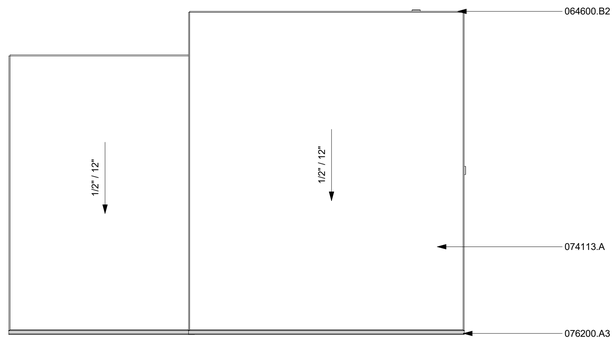
BUILDING H
BUILDING
SECTIONS

Drawing Number:

A4.2H




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF UPPER A
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE
- 1I WINDOW TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |

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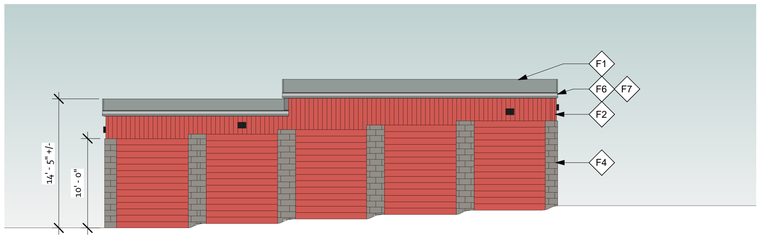
|---|---|
| Proj. No.: | 2021000 |
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

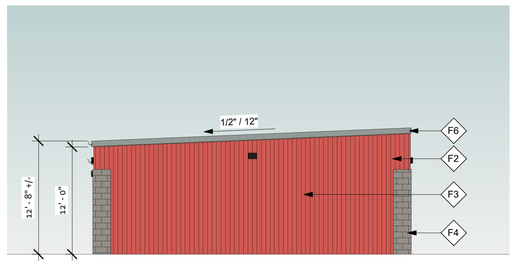
BUILDING I
FLOOR AND
ROOF PLAN

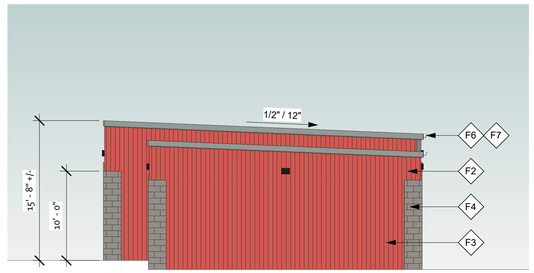
Drawing Number:

A2.1I




3 BUILDING I - SOUTH ELEVATION
1/8" = 1'-0"




2 BUILDING I - EAST ELEVATION
1/8" = 1'-0"

4 BUILDING I - WEST ELEVATION
1/8" = 1'-0"




1 BUILDING I - NORTH ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/ HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



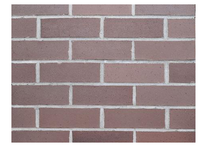
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

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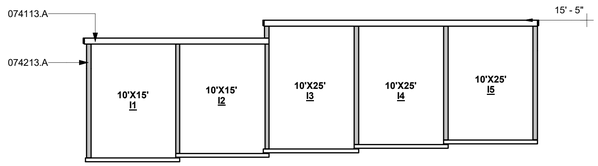
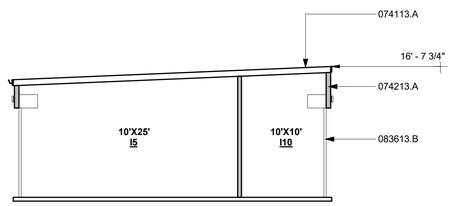
Proj. No.: 2021000
Date: 03/22/2023
Scale: As indicated
Drawn By: CF

Drawing Title:
BUILDING I
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1I




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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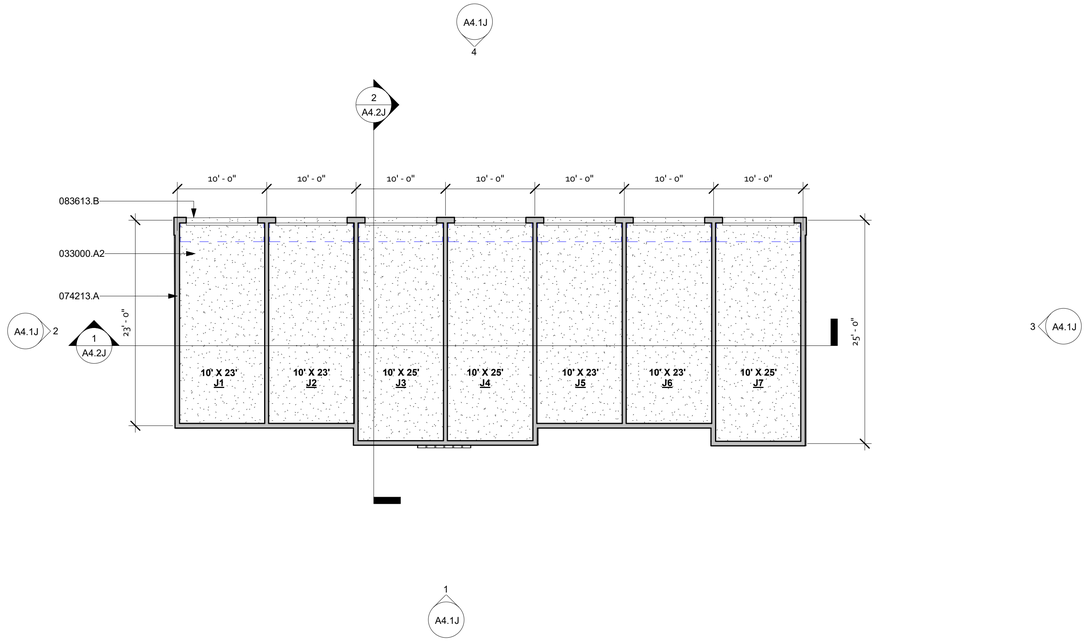
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

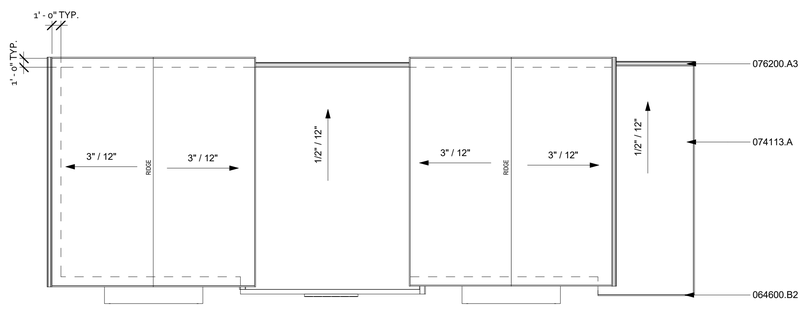
BUILDING I
BUILDING
SECTIONS

Drawing Number:

A4.2I




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE
- 11 WINDOW TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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|---|---|
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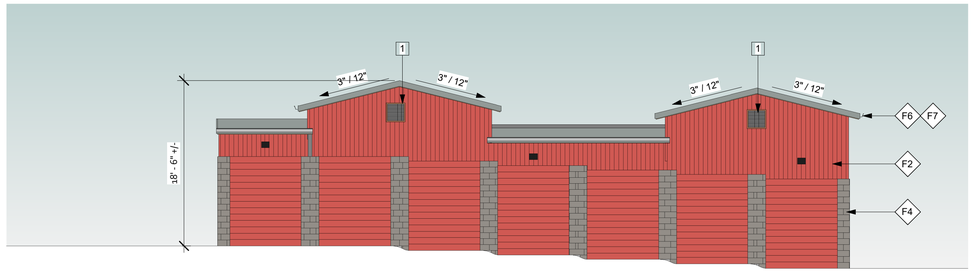
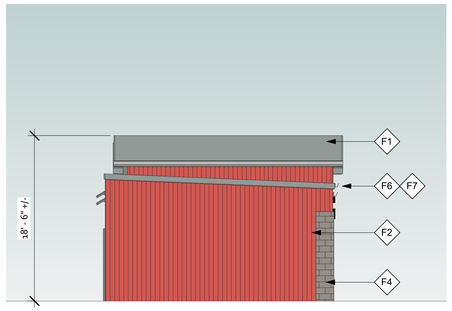
| Date: | 03/22/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

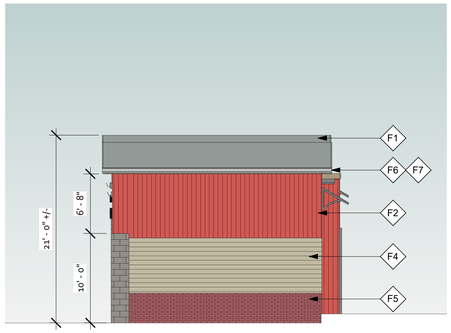
Drawing Title:
BUILDING J
FLOOR AND
ROOF PLANS

Drawing Number:
A2.1J



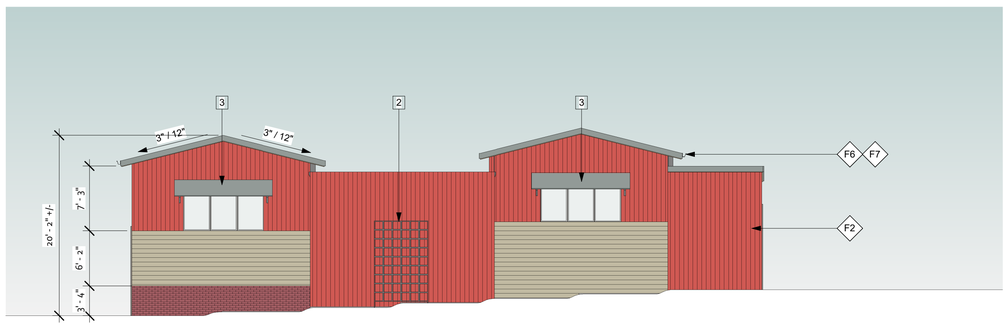

4 BUILDING J - FRONT ELEVATION
1/8" = 1'-0"




3 BUILDING J - LEFT ELEVATION
1/8" = 1'-0"

2 BUILDING J - RIGHT ELEVATION
1/8" = 1'-0"




1 BUILDING J - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKO STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



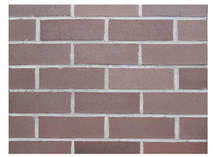
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

## GLAZING

"T" DENOTES TEMPERED GLAZING, TYPICAL

## PAINT

SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

# SHEET NOTES

1. GABLE VENT
2. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
3. METAL AWNING



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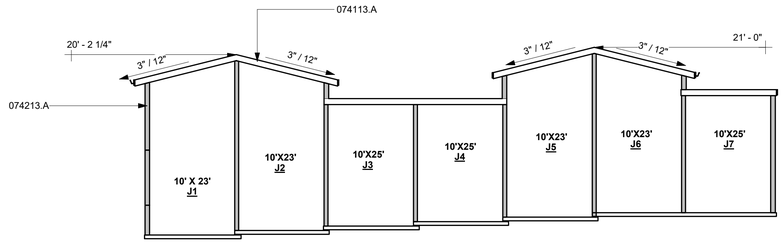
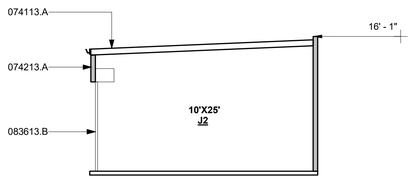
Proj. No.: 2021000
Date: 03/22/2023
Scale: As indicated
Drawn By: CF

Drawing Title:
BUILDING J
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1J




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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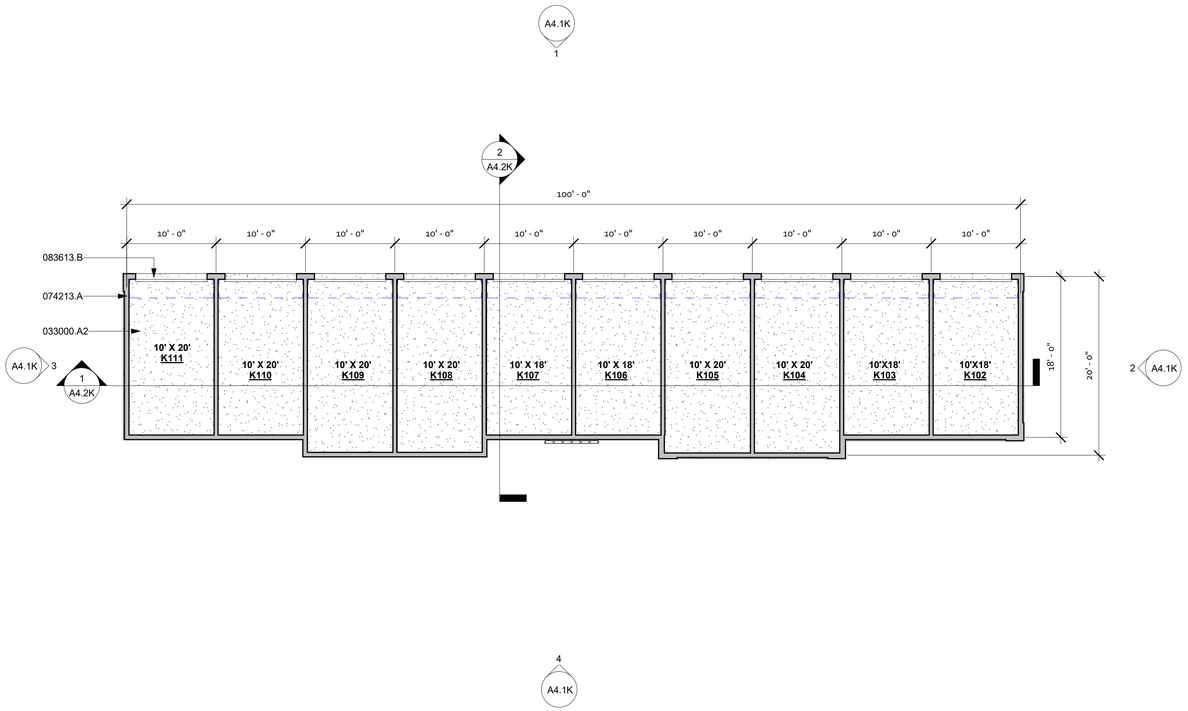
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:

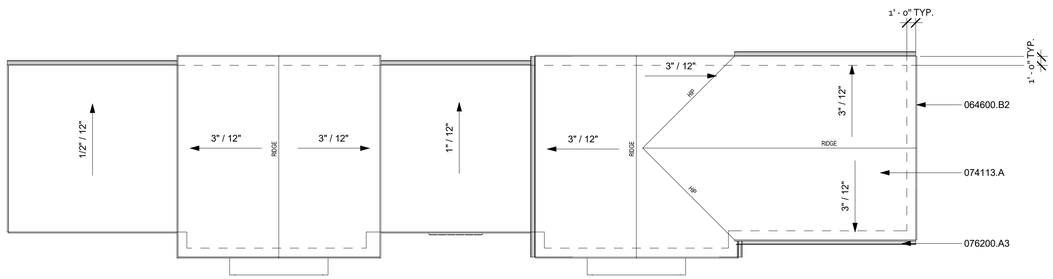
BUILDING J
BUILDING
SECTIONS

Drawing Number:

A4.2J




1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"




2 ROOF PLAN
1/8" = 1'-0"

## LEGEND

- (N) WALL LOCATION
- WALL BELOW
- 101 DOOR TYPE: REFER TO SCHEDULE
- 1t WINDOW TYPE: REFER TO SCHEDULE

## KEYNOTES

| | |
|---|---|
| 033000.A2 | CAST-IN-PLACE CONCRETE SLAB |
| 064600.B2 | WOOD FASCIA BOARD: 8" X 3/4" NET |
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 076200.A3 | OGEE GUTTER |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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& JIM MENCONI

PARCEL B, PORTION OF
PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

Stamp:

LICENSED ARCHITECT
ROBERT M. WALLIS
C-30915
12/31/23
RENEWAL DATE
STATE OF CALIFORNIA

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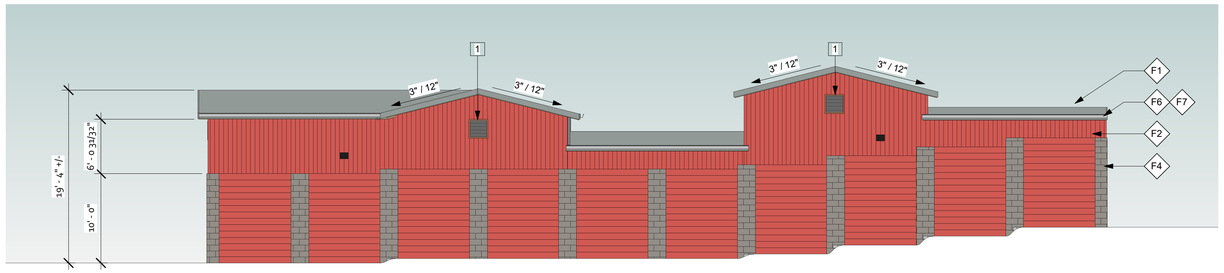
| No. | Description | Date |
|---|---|---|

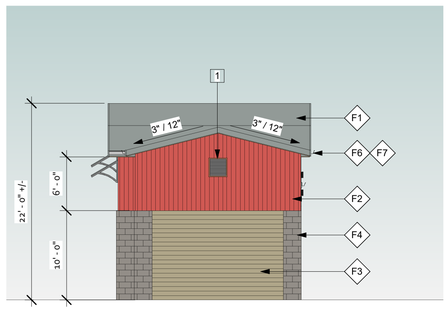
| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

Drawing Title:
BUILDING K
FLOOR & ROOF
PLANS

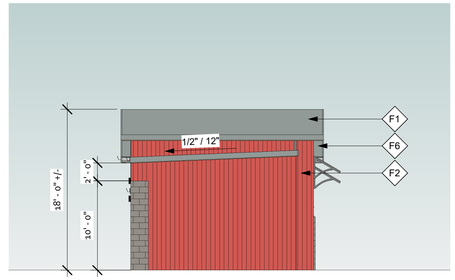
Drawing Number:
A2.1K



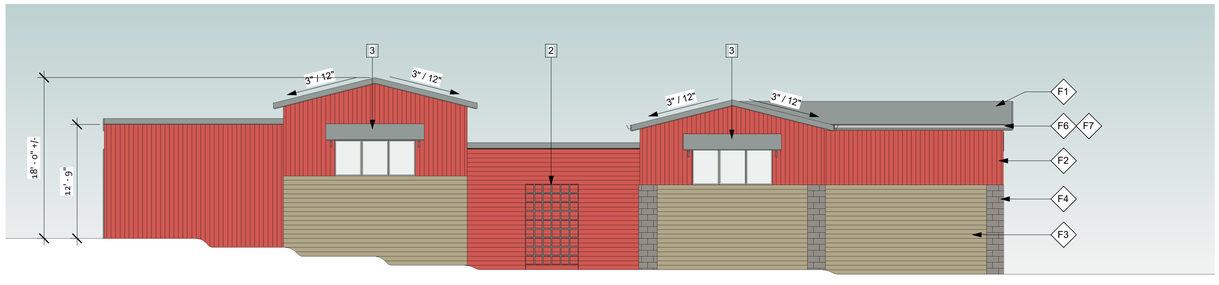

1 BUILDING K - FRONT ELEVATION
1/8" = 1'-0"




2 BUILDING K - LEFT ELEVATION
1/8" = 1'-0"




3 BUILDING K - RIGHT ELEVATION
1/8" = 1'-0"




4 BUILDING K - REAR ELEVATION
1/8" = 1'-0"

# LEGEND

F1 ROOF
MANUFACTURE: MAKE STEEL
TYPE: METAL ROOF
PRODUCT: KYNAR 500/HYLAR 5000
FINISH: GALVALUME



F2 WALL - RED
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: CRIMSON RED



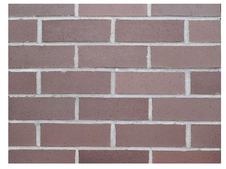
F3 WALL - TAN
MANUFACTURE: MBCI
TYPE: SILICONIZED POLYESTER
PRODUCT: SIGNATURE 200
FINISH: DESERT TAN



F4 WALL - CMU ACCENT
MANUFACTURE: ORCO
TYPE: SPLIT FACE
PRODUCT: MW
FINISH: BLACK 100



F5 WALL - BRICK ACCENT
MANUFACTURE: H.C. MUDDOX
TYPE: COMMERCIAL THIN BRICKS
PRODUCT: STANDARD
COLOR: IRON MOUNTAIN



F6 TRIM
MANUFACTURE: SOCOMI-LAM OR JAMES HARDIE OR BORAL TRU-EXTERIOR
TYPE: FASCIA
SIZE: 2X8
COLOR: TBD

F7 GUTTER AND DOWNSPOUT
MANUFACTURE: MAKO STEEL
PROFILE: "O/G" STYLE
SIZE: TBD
COLOR: TBD

GLAZING
"T" DENOTES TEMPERED GLAZING, TYPICAL

PAINT
SIDING, TRIM AND FASCIA
MANUFACTURE: PITTSBURGH PAINTS OR EQUIVALENT
PRODUCT: MANOR HALL EXTERIOR

# SHEET NOTES

1. GABLE VENT
2. POWDER COATED BLACK METAL VEGETATION SCREEN SAF-T-FENCE 58"X70" FULL HEIGHT PANEL LOCATION
3. METAL AWNING

WALLIS DESIGN STUDIO
ARCHITECTS, INC.

415 W Main St
Grass Valley, CA 95945
(530) 264-7010
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Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PARCEL B, PORTION OF
PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
R9E, M.D.B.&M.
COLFAX, CA 95713

ENTITLEMENT PACKAGE

Stamp:

LICENSED ARCHITECT
ROBERT M. WALLIS
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12/31/23
DATE
STATE OF CALIFORNIA

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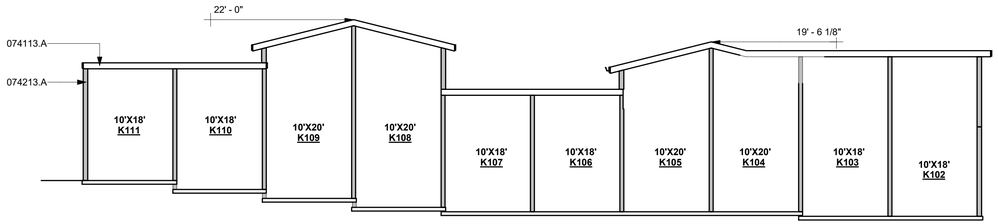
| No. | Description | Date |
|---|---|---|

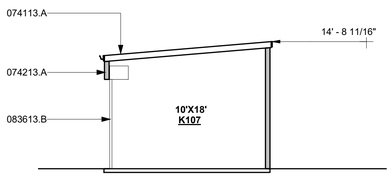
Proj. No.: 2021000
Date: 02/17/2023
Scale: As indicated
Drawn By: CF

Drawing Title:
BUILDING K
EXTERIOR
ELEVATIONS

Drawing Number:
A4.1K




1 SECTION A
1/8" = 1'-0"




2 SECTION B
1/8" = 1'-0"

# KEYNOTES

| | |
|---|---|
| 074113.A | METAL ROOF PANEL ASSEMBLY |
| 074213.A | METAL WALL PANEL ASSEMBLY |
| 083613.B | SECTIONAL OVERHEAD DOOR ASSEMBLY |

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415 W Main St
Grass Valley, CA 95945
(530) 264-7010
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# Colfax Mini Storage

WALTER WHITE
& JIM MENCONI

PARCEL B, PORTION OF
PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. 1/2 OF S.3 T14N
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COLFAX, CA 95713

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| No. | Description | Date |
|---|---|---|

| | |
|---|---|
| Proj. No.: | 2021000 |
| Date: | 02/17/2023 |
| Scale: | As indicated |
| Drawn By: | CF |

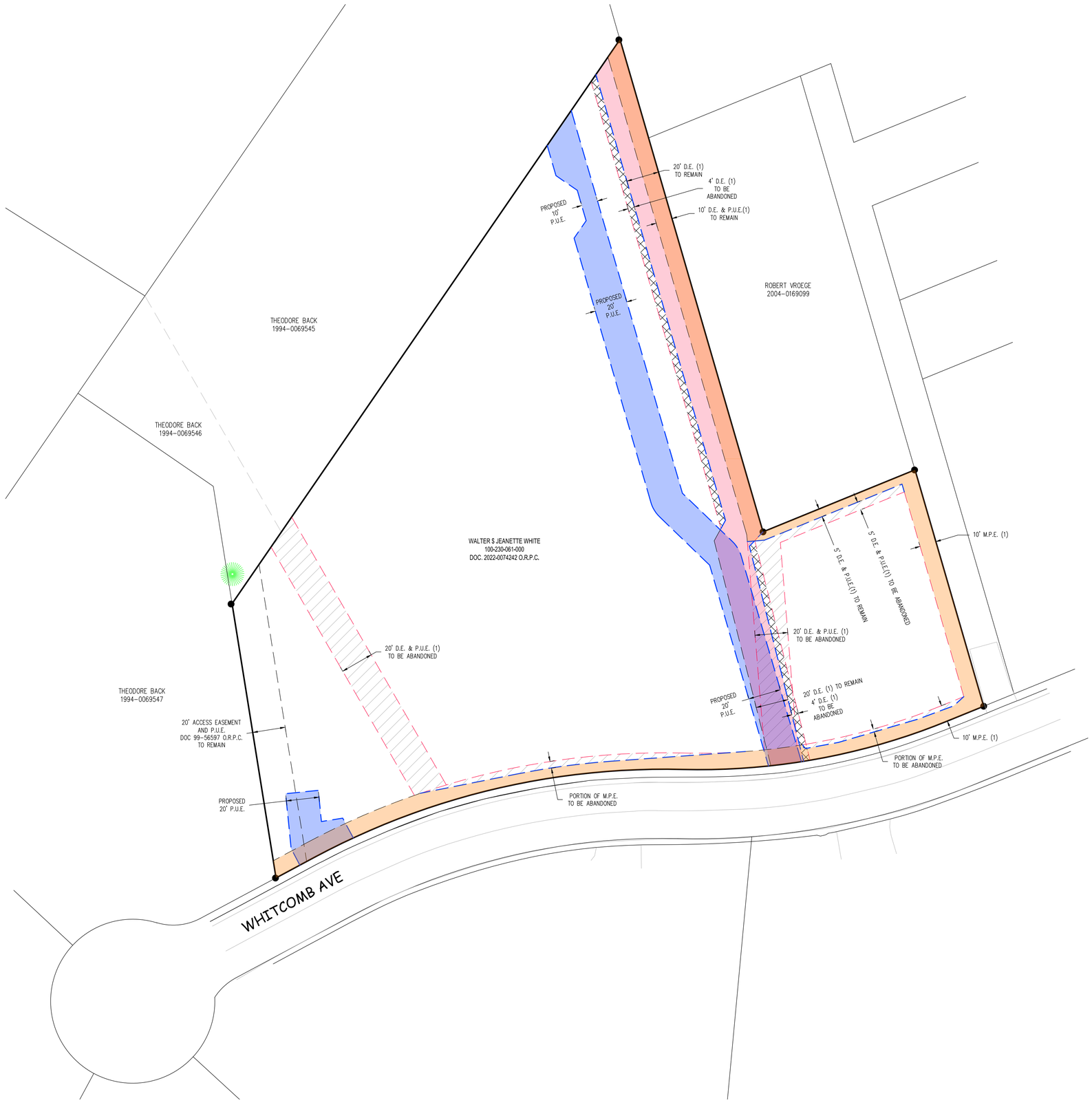
Drawing Title:

BUILDING K
BUILDING
SECTIONS

Drawing Number:

A4.2K

0 30
SCALE: 1" = 30'




## LEGEND:

- PROPERTY LINE
- PROPOSED EASEMENTS
- EXISTING EASEMENT TO REMAIN
- EXISTING EASEMENT TO BE ABANDONED
- EXISTING DRAINAGE EASEMENT TO BE ABANDONED
- EXISTING PUBLIC UTILITY AND DRAINAGE EASEMENT TO BE ABANDONED
- PROPOSED EASEMENTS
- EXISTING PUBLIC UTILITY AND DRAINAGE EASEMENT/ MPE TO REMAIN
- 20' DRAINAGE EASEMENT TO REMAIN

| | |
|---|---|
| (1) | BOOK 19 OF PARCEL MAPS AT PAGE 71, OFFICIAL RECORDS OF PLACER COUNTY. |
| D.E. | DRAINAGE EASEMENT |
| P.U.E. | MULTIPURPOSE EASEMENT |
| M.P.E. | PUBLIC UTILITY EASEMENT |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE: MARCH 2023

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

# EASEMENT EXHIBIT
# *MINI STORAGE*
COLFAX, CA
CITY/TOWN CALIFORNIA

SCO PLANNING • ENGINEERING • SURVEYING
GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043

LICENSED LAND SURVEYOR
MARTIN D. WOOD
L.S. 8321
Mark Wood
STATE OF CALIFORNIA

C2.0

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## PROPERTY ADDRESS

PARCEL B, PORTION OF PARCELS C & D OF
BK. 19 PARCEL MAPS P. 71
PORTION E. ½ OF S.3 T14N R9E, M.D.B.&M.
COLFAX, CA 95713

## APPLICANTS

WALTER WHITE & JIM MENCONI
9856 SPYGLASS CIRCLE
AUBURN, CA 95602

## OWNER

BOBBY G. CUNNINGHAM TRUST
P.O. BOX 1100
COLFAX, CA 95713

## PROPOSED OWNER

WALTER K. AND JEANETTE R. WHITE,
TRUSTEES OF THE WALTER WHITE FAMILY TRUST,
CREATED APRIL 30, 1992
11390 VIA VISTA NEVADA CITY, CA 95959

## MAP PREPARED BY

SCO PLANNING & ENGINEERING, INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CA 95645
(530) 272-5841
CONTACT: MARTIN WOOD, P.L.S.

## ASSESSOR'S PARCEL NUMBER

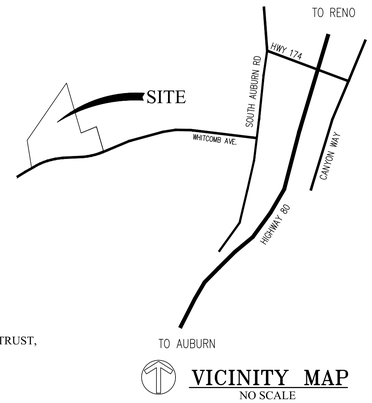
100-230-061-000

## LOT AREA

2.56 AC

## LEGEND:

- 8"W — PROPOSED WATERLINE, DR-14 C900 SIZE AS SHOWN
- PROPOSED WATER VALVE
- S — PROPOSED 6" PVC SANITARY SEWER LATERAL AND CLEANOUT (S1)
- 48"SD — PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED FIRE HYDRANT (W3)
- 6"SS — PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPOSED LANDSCAPING SEE PLAN FOR SPECIFICS
- PROPERTY LINE
- LANDSCAPE AREA
- VEHICLE SUPPORTING DRAINAGE CELL AREA
- OUTSIDE ACCESS DOOR




VICINITY MAP
NO SCALE

## SITE STATISTICS

| UNIT TYPE | UNITS | PARKING |
|---|---|---|
| 5' X 5' | 7 | |
| 5' X 5' (Lower Level) | 1 | |
| 10' X 5' | 17 | |
| 10' X 5' (Lower Level) | 6 | |
| 10' X 10' | 86 | |
| 10' X 10' (Lower Level) | 16 | |
| 10' X 15' | 32 | |
| 10' X 15' (Lower Level) | 17 | |
| 10' X 20' | 83 | |
| 10' X 25' | 28 | |
| 12' X 30' | 25 | |
| OUTSIDE PARKING | | 2 |
| OFFICE PARKING | | 3 |
| HANDICAP PARKING | | 1 |
| **TOTAL** | 318 | |

TOTAL AREA OF STORAGE UNITS - 56,640 SF

| | Units | Sq Footage |
|---|---|---|
| Building A | | |
| Office | 1 | 240 |
| 10x20 | 9 | 1800 |
| | 10 | 2040 |
| Building B | | |
| 10x20 | 1 | 200 |
| 10x25 | 8 | 2000 |
| | 9 | 2200 |
| Building C (Upper) | | |
| 5x5 | 5 | 125 |
| 10x5 | 7 | 350 |
| 10x10 | 46 | 4600 |
| 10x15 | 19 | 2850 |
| 10x20 | 13 | 2600 |
| | 90 | 10525 |
| Building C (Lower) | | |
| 5x5 | 1 | 25 |
| 10x5 | 6 | 300 |
| 10x10 | 16 | 1600 |
| 10x15 | 17 | 2550 |
| | 40 | 4475 |
| Building D | | |
| 5x5 | 2 | 50 |
| 10x5 | 7 | 350 |
| 10x10 | 36 | 3600 |
| 10x15 | 1 | 150 |
| 10x20 | 5 | 1000 |
| 10x25 | 7 | 1750 |
| | 58 | 6900 |
| Building E | | |
| 12x30 | 25 | 9000 |
| 10x20 | 1 | 200 |
| 10x15 | 1 | 150 |
| | 27 | 9350 |
| Building F | | |
| 10x20 | 23 | 4600 |
| Building G | | |
| 10x20 | 13 | 2600 |
| Building H | | |
| 10x20 | 10 | 2000 |
| Building I | | |
| 10x5 | 3 | 150 |
| 10x10 | 4 | 400 |
| 10x15 | 10 | 1500 |
| 10x25 | 4 | 1000 |
| | 21 | 3050 |
| Building J | | |
| 10x15 | 1 | 150 |
| 10x25 | 9 | 2250 |
| | 10 | 2400 |
| Building K | | |
| 10x20 | 8 | 1600 |
| Total Units | 318 | |
| Total Rental Area | | 51740 sf |
| Total SF | | 56640 sf |

0 30
SCALE: 1" = 30'




LOWER LEVEL PLAN
1" = 30'

PRELIMINARY

LICENSED LAND SURVEYOR
MARTIN D. WOOD
L.S. 8321
STATE OF CALIFORNIA

DATE SIGNED: _____

REGISTERED PROFESSIONAL ENGINEER
JASON T. BARNUM
No. 87992
Exp. 09/30/22
CIVIL
STATE OF CALIFORNIA

PRELIMINARY

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE:APRIL, 2022

# COLFAX MINI-STORAGE

## PRELIMINARY SITE, UTILITY AND GRADING PLAN

COLFAX / PLACER COUNTY CALIFORNIA

SCO PLANNING ENGINEERING & SURVEYING

GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043
FAX: (530) 272-5880



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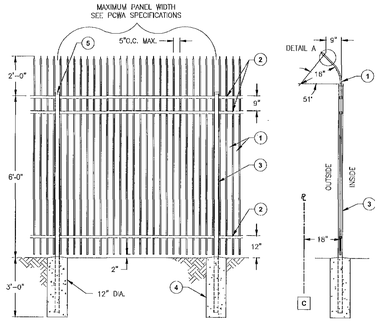
## LEGEND:

- 8"W — PROPOSED WATERLINE, DR-14 C900 SIZE AS SHOWN
- PROPOSED WATER VALVE
- S — PROPOSED 6" PVC SANITARY SEWER LATERAL AND CLEANOUT (S1)
- 48"SD — PROPOSED STORM DRAIN LINE
- PROPOSED STORM DRAIN INLET, SEE GRADING & DRAINAGE PLAN
- PROPOSED 6' CYCLONE FENCING WITH SLATS
- PROPOSED 6' WROUGHT IRON FENCE
- PROPOSED FIRE HYDRANT (W3)
- S — 6"SS — PROPOSED SEWER LINE
- EXISTING TREES (CONIFER & DECIDUOUS)
- PROPERTY LINE
- HYDROSEED AREA
- BUILDING MOUNTED LED LIGHT
- VEHICLE SUPPORTING DRAINAGE CELL AREA
- LANDSCAPE AREA

| ITEM | DESCRIPTION |
|---|---|
| 1 | 1"x14 GA. SQUARE TUBE PICKET (TYP) |
| 2 | 1-3/4"x1-3/4"x14 GA. CHANNEL RAIL (TYP) |
| 3 | 2-1/2"x12 GA. SQUARE TUBE POST (TYP) |
| 4 | CONCRETE FOOTING (SEE PCWA CONCRETE SPEC) |
| 5 | 2-1/2"x2-1/2" STEEL CAP (TYP) |

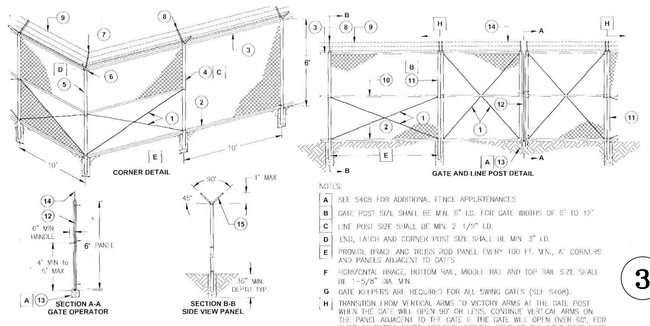
NOTE:

- A — ALL STEEL SHALL RECEIVE POWDER COATING AFTER FABRICATION. COLOR: BLACK
- B — END OF PICKET TO FORM POINT. NO CRACKING AROUND FORMED POINT EDGES WILL BE ACCEPTABLE.
- C — PLACE FENCE 18" INSIDE PROPERTY LINE.
- D — PICKETS CAN BE WELDED TO RAILS OR ATTACHED BY OTHER MFG. PROCEDURE WITH PRIOR PCWA APPROVAL. RAILS SHALL BE BOLTED TO THE POSTS.
- E — COMPLETED SECTIONS (PANELS) SHALL BE CAPABLE OF SUPPORTING A 600 LB. LOAD APPLIED AT MIDSPAN WITHOUT PERMANENT DEFORMATION. PANELS SHALL BE RAISABLE TO A 25% CHANGE IN GRADE.




### 1 6' WROUGHT IRON FENCE

NTS




| ITEM | DESCRIPTION |
|---|---|
| 1 | TRUSS RODS (ADJUSTABLE) |
| 2 | BOTTOM RAIL (TYP) |
| 3 | TOP RAIL |
| 4 | LINE POST |
| 5 | CORNER POST |
| 6 | RAIL END (TYP) |
| 7 | MALLEABLE IRON VICTORY ARMS REQUIRED FOR CORNERS |
| 8 | STANDARD VICTORY ARMS |
| 9 | BARBED WIRE (TYP) |
| 10 | MIDDLE RAIL |
| 11 | GATE POST |
| 12 | 1"ø GATE DROP ROD ASSEMBLY |
| 13 | GATE ANTI SWING FOOTING (SEE GATE ANTI-SWING DETAIL S408) |
| 14 | 3 STRAND BARBED WIRE, VERTICAL ON GATES (TYP ALL GATES) |
| 15 | VICTORY ARMS 3 STRAND BARBED WIRE FOR INSIDE RUN AND OUTSIDE RUN (TYPICAL ALL PANELS EXCEPT GATES) |

NOTES:

- A — SEE S405 FOR ADDITIONAL FENCE APPURTENANCES
- B — GATE POST SIZE SHALL BE MIN. 6" I.D. FOR GATE WIDTHS OF 6' TO 12'
- C — LINE POST SIZE SHALL BE MIN. 2 1/2" I.D.
- D — END, LATCH AND CORNER POST SIZE SHALL BE MIN. 3" I.D.
- E — PROVIDE BRACE AND TRUSS ROD PANEL EVERY 100 FT. MIN., AT CORNERS AND PANELS ADJACENT TO GATES
- F — HORIZONTAL BRACE, BOTTOM RAIL, MIDDLE RAIL AND TOP RAIL SIZE SHALL BE 1-5/8" DIA. MIN.
- G — GATE KEEPERS ARE REQUIRED FOR ALL SWING GATES (SEE S408).
- H — TRANSITION FROM VERTICAL ARMS TO VICTORY ARMS AT THE GATE POST WHEN THE GATE WILL OPEN 90° OR LESS. CONTINUE VERTICAL ARMS ON THE PANEL ADJACENT TO THE GATE IF THE GATE WILL OPEN OVER 90°. FOR SLIDE OPERATING GATES, MAINTAIN VERTICAL ARMS TO THE NEXT POST PAST THE LENGTH OF THE OPEN GATE.
- I — DISTANCE FROM BOTTOM RAIL TO FINISHED GRADE MUST BE NO GREATER THAN 1". GRADING MAY BE REQUIRED ALONG THE PROPOSED FENCE ALIGNMENT TO MAINTAIN THE 1 INCH MAXIMUM DISTANCE.

### 2 6' CHAINLINK FENCE WITH SLATS AND RAZOR WIRE

NTS



TWH LED
LED Wall Luminaire

**Specifications**

| | |
|---|---|
| Width: | 16-1/4" (41.3 cm) |
| Height: | 15-3/4" (40.0 cm) |
| Depth: | 8" (20.3 cm) |
| Weight: | 28 lbs (12.7 kg) |

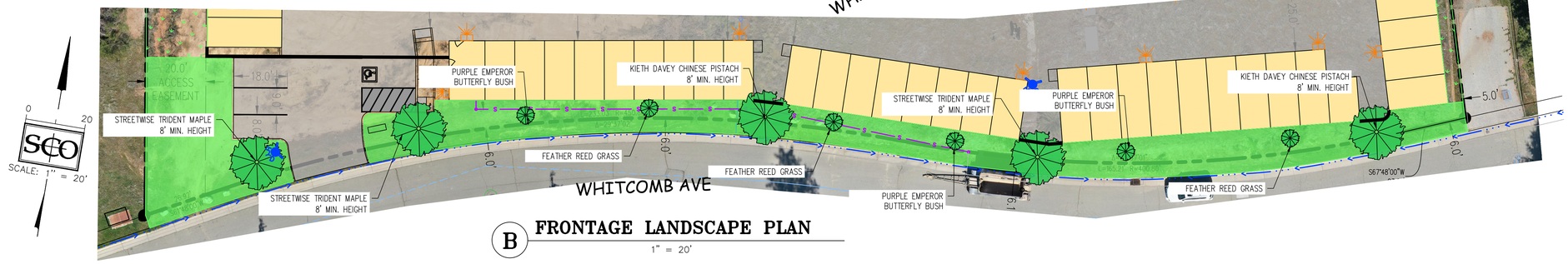
### 3 BUILDING MOUNTED LED LIGHT

NTS




### A LANDSCAPE, LIGHTING AND FENCING PLAN

1"= 30'




### B FRONTAGE LANDSCAPE PLAN

1" = 20'

| NO. | REVISIONS | DATE |
|---|---|---|
| | | |

DESIGNED: MDW
DRAWN: MDW
PROJ. NO: 202208
DWG: SEE DAY STAMP
DATE:APRIL, 2022

# COLFAX MINI-STORAGE

## PRELIMINARY LANDSCAPE, LIGHTING AND FENCING PLAN

COLFAX / PLACER COUNTY, CALIFORNIA

LICENSED LAND SURVEYOR
MARTIN D. SIMMONS
L.S. 8321
STATE OF CALIFORNIA
PRELIMINARY

DATE SIGNED: _____

REGISTERED PROFESSIONAL ENGINEER
JASON T. RUNDUM
CIVIL
Exp. 09/30/22
STATE OF CALIFORNIA
PRELIMINARY

SCO PLANNING ENGINEERING & SURVEYING

GRASS VALLEY
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TRUCKEE
(530) 582-4043
FAX (530) 272-5880

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2 OF 2

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager
**Prepared by:** Laurie Van Groningen, Finance Director
**Subject:** Public Hearing: Delinquent Sewer Service Charges and Refuse Collection Fees

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Conduct a public hearing to consider public and staff comments and adopt separate resolutions __- 2023 and __-2023 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2023-2024.

**Summary/Background**

Colfax Municipal Code (the "Code") Title 8 and Title 13, authorizes the City to collect delinquent sewer service charges and delinquent refused collection fees on the secured tax roll at the same time as general property taxes. The Code requires the City Council to adopt a Resolution(s) in order to collect the delinquent charges on the tax roll.

Separate written reports for collection of delinquent sewer service charges and delinquent charges for refuse collection services have been prepared and are on file with the City. The written report for delinquent sewer service charges contains a description of each parcel receiving sewer services and facilities and the amount of the delinquent sewer service charges. The written report for delinquent refuse collection charges includes the parcel number of each parcel of real property upon which the charges are delinquent, the name(s) of the owner(s) of the real property to which refuse collection services were provided, the street address of the property served, the period of service, and the amounts due including reasonable administrative charges. All charges reflected in the written report have been computed in conformity with the Code.

A public hearing is required before the proposed Resolutions can be adopted. Notice of the Public Hearing regarding the delinquent accounts was published in the Auburn Journal once each week for two successive weeks prior to the hearing in compliance with the Code. All property owners with a delinquent balance were notified in writing of the public hearing process within the times required by the Code.

The purpose of the hearing is to allow the Council to hear objections and protests to the reports. At the conclusion of the hearing, the Council may adopt, revise, change, reduce or modify any sewer service charge or charge for refuse collection services in either report, sustain or overrule any objections to either report and adopt or decline to adopt the reports as modified. If the reports are adopted with or without modification, the City will file them with the County Auditor-Controller. The charges reflected in the final reports will be collected at the same time as ad valorem property taxes and remitted to the City, subject to a 1% County administrative charge. Placer County requires a resolution containing specific provisions to be adopted to collect the delinquent charges on the property tax roll.

## Fiscal Impacts

This process is essential to properly collecting delinquent sewer service charges and delinquent refuse collection fees on the annual County tax roll. Without this process, the City would have to pursue separate collection efforts against each property owner.

There are $131,283.82 delinquent Sewer charges and $13,427.05 delinquent refuse collection fees due as of June 7, 2023. Applicable interest, penalty, and administrative fees will be added to the account balance before transfer to the County. These amounts will be paid to the City and deposited into the applicable funds and/or transferred to Recology as appropriate.

## Attachments:

1. Exhibit A – Report of Delinquent Sewer Service Charges and Refuse Collection Fees (Revised Report Date June 7, 2023)
2. Resolution __-2023 – A Resolution of the City of Colfax requesting collection of sewer service charges on the Placer county tax roll for tax year 2023-2024.
3. Resolution __-2023 – A Resolution of the City Council of the City of Colfax confirming the report of delinquent refuse collection accounts and placing liens on said properties and special assessments upon property taxes pursuant to City of Colfax Municipal Code Section 8.20.130.

# City of Colfax
## City Council

Resolution № __-2023

REQUESTING COLLECTION OF SEWER SERVICE CHARGES ON THE PLACER COUNTY TAX ROLL FOR TAX YEAR 2023-2024

**WHEREAS,** Colfax Municipal Code Title 13, Chapter 13.08, Article VI authorizes the City of Colfax (the "City") to collect delinquent sewer services charges which have accrued on the secured and unsecured tax roll in the same manner and at the same time as general property taxes; and,

**WHEREAS,** a written report attached as Exhibit A to this Resolution (the "Report") containing a description of each parcel of real property receiving sewer services and the amount of delinquent charges for each parcel has been prepared and filed with the City Clerk in accordance with Colfax Municipal Code §13.08.320; and,

**WHEREAS,** notice of the filing of the Report and notice of the time and place of the hearing thereon by the City Council has been duly given and published as required by Colfax Municipal Code §13.08.330; and,

**WHEREAS,** at the June 14, 2023 hearing the City Council heard and considered all objections and protests to the Report and determined that protests were not made by the owners of a majority of the separate parcels of property described in the Report; and,

**WHEREAS,** at the conclusion of the hearing, after incorporating all revisions to the Report that the Council deemed necessary and after addressing or overruling all objections to the Report the Council found and determined that each charge as described in the Report is due, owing and unpaid; and,

**WHEREAS,** the County has required as a condition of the collection of said charges that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax, as follows:

1. The foregoing recitals are true and correct statements of fact and are hereby incorporated into this Resolution.

2. The Report attached as Exhibit A hereto is adopted and said adoption is final. The City Clerk is hereby directed to file with the Placer County Auditor-Controller a copy of this Resolution and the Report.

3. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, listed on the Report attached as Exhibit A attached hereto.

4. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

5. The City releases and discharges the County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of the City.

6. In consideration for the County's collection of the charge through the County's property tax roll, the City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County of any of the City's said taxes, assessments, fees and/or charges requested to be collected by the County for the City, or in any manner arising out of the City's establishment and imposition of said taxes, assessments, fees and/or charges. The City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the City, including property taxes.

7. The City agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to the City by the County from any person concerning the City's taxes, assessments, fees and/or charges, and that the City will not refer such persons to the County officers and employees for response.

8. The City agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

_____
**Trinity Burruss, Mayor**

**ATTEST:**

_____
**Marguerite Bailey, City Clerk**

# City of Colfax
## City Council

Resolution № __-2023

CONFIRMING THE REPORT OF DELINQUENT REFUSE COLLECTION ACCOUNTS AND PLACING LIENS ON SAID PROPERTIES AND SPECIAL ASSESSMENTS UPON PROPERTY TAXES PURSUANT TO CITY OF COLFAX MUNICIPAL CODE SECTION 8.20.130

**WHEREAS**, pursuant to Colfax Municipal Code Title 8, Chapter 8.20, subscription to, and payment for, Refuse Collection Service for all occupied properties in the City of Colfax is mandatory; and,

**WHEREAS,** pursuant to the provisions of the Colfax Municipal Code, each owner of property for which there is a delinquency in payment for refuse collection services has been notified in writing of their obligation to subscribe to waste collection services and make payment for that service; and,

**WHEREAS,** said property owners have been notified in writing of the commencement of lien proceedings; and,

**WHEREAS,** Refuse Collection Service has been provided by Recology Auburn Placer to all properties described in the report attached hereto as Exhibit "A" and each of said properties remains delinquent in the payment for waste collection services in the amounts reflected in Exhibit A; and,

**WHEREAS,** said property owners have failed to make payments for sixty days or more for waste collection services as required; and,

**WHEREAS,** the City and Recology Auburn Placer have incurred collection and delinquency costs on the above described delinquent properties; and,

**WHEREAS,** City staff has established an administrative charge of $40 per parcel for processing the delinquent accounts and recording the assessment lien; and,

**WHEREAS,** the City has, on June 14, 2023, held a duly noticed public hearing and afforded each delinquent property owner identified on Exhibit A to this Resolution the right to object to and protest the assessment lien for delinquent collection charges and administrative fees; and,

**WHEREAS,** the City Council has reviewed, considered, revised and corrected the delinquent accounts report as it deems just.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax as follows:

1. The City Council hereby confirms the report of delinquent accounts attached as Exhibit A hereto and made a part hereof and hereby places a lien and levies a special assessment against said properties in the amounts described.

2. The City Clerk is hereby authorized to record a certified copy of the confirmed report with the Placer County Recorder. Exhibit A may be amended to delete or reduce any enumerated refuse collection service charges and administrative costs paid before the special assessments authorized by this Resolution are forwarded to the Placer County Recorder.

3. The City Clerk is hereby directed to deliver a copy of this Resolution to the Placer County Auditor-Controller who is authorized to cause the above amounts to be collected in the manner provided by law for the collection of ad valorem taxes and special assessments.

4. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges listed on Exhibit A attached hereto.

5. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

6. The City releases and discharges the County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of the City.

7. In consideration for the County's collection of the charges through the County's property tax roll, the City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County of any of the City's said taxes, assessments, fees and/or charges requested to be collected by the County for the City, or in any manner arising out of the City's establishment and imposition of said taxes, assessments, fees and/or charges. The City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the City, including property taxes.

8. The City agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to the City by the County from any person concerning the City's taxes, assessments, fees and/or charges, and that the City will not refer such persons to the County officers and employees for response.

9. The City agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of June 2023 by the following vote of the Council:

**AYES:**
**NOES:**
**ABSTAIN:**
**ABSENT:**

**Trinity Burruss, Mayor**

**ATTEST:**

**Marguerite Bailey, City Clerk**

# Exhibit A

| Service Address | Total Due | Name | Prop ID |
|---|---|---|---|
| 15 S AUBURN ST | $1,888.50 | HEIBERGER/MICHAEL// | 006072002000 |
| 150 S AUBURN ST | $1,577.65 | GARGAN/STEPHANIE// | 006103006000 |
| 300 S AUBURN ST | $1,888.50 | HICKEY/JAMES// | 006143013000 |
| 309 S AUBURN ST | $932.19 | WILLIAMS/JENNIFER// | 006141003000 |
| 320 S AUBURN ST | $1,888.50 | KNIGHT/VICTOR & CHELSEA// | 006143004000 |
| 214 CANYON CREEK CIR | $1,888.50 | CHAVEZ/JOSE// | 101200031000 |
| 238 CANYON CREEK CIR | $1,888.50 | GUDINO/TONY & KELLY// | 101200035000 |
| 300 CANYON CREEK CIR | $1,888.50 | KEANE/LISETTE// | 101200044000 |
| 5 CULVER ST | $1,888.50 | DIETZ-CHRISMAN/PATRICK// | 006063005000 |
| 15 CULVER ST | $1,888.50 | RAMEY/B.L.// | 006063006000 |
| 110 DEPOT STREET | $1,888.50 | BANGERT/BEAU// | 006030022000 |
| 34 S FOREST HILL AVE. | $1,888.50 | TAFT/RUSSELL// | 006076010000 |
| 128 S FOREST HILL AVE. | $2,339.53 | REYES/DIEGO// | 006104007000 |
| 204 FOSTER RD | $864.00 | TURNER/BRITTANY// | 100270027000 |
| 208 FOSTER RD | $1,888.50 | LOPEZ/THOMAS// | 100270025000 |
| 24020 FOWLER AVE | $3,023.23 | STATE OF CALIFORNIA | 101093008000 |
| 44 GEARHART LN | $1,332.57 | MASSA/MIKE// | 006022002000 |
| 222 GLENDALE RD | $1,262.00 | HERRERA/TERESA// | 100270041000 |
| 23755 GRAND VIEW AVE | $1,888.50 | OSGOOD/BOB// | 101161028000 |
| 323 HWY 174 | $1,888.50 | EVANS/ROBERT// | 006143011000 |
| 313 HILL HAVEN DRIVE | $2,011.59 | EVANSEN/KARL & SARAH// | 101161014000 |
| 230 INCLINE DR | $918.50 | MCCORMICK/CHRIS// | 101200017000 |
| 29 LINCOLN ST | $1,888.50 | ANDERSON/SELEN// | 006093005000 |
| 33 LINCOLN ST | $901.90 | FOLEY/GOLDEN/CHERYL/ | 006093004000 |
| 52 LINCOLN ST | $1,062.31 | ROSALES/RODOLPHO// | 006131010000 |
| 7 N MAIN ST | $9,145.03 | TODD/GARY// | 006071007000 |
| 50/54 N MAIN STREET | $3,187.42 | FATULA/MARY// | 006067002000 |
| 116 MINK CREEK DR | $2,533.69 | BARR/JASON// | 100260053000 |
| 560 MOONRISE LN | $1,888.50 | MORGAN/JAMES// | 101161039000 |
| 21 NEWMAN ST | $1,973.14 | WREN/DOUG AND ROBYNN// | 006092015000 |
| 24 NORTH STAR AVE | $950.58 | ACKERMAN/RUTH// | 006076022000 |
| 10 E OAK ST | $1,562.31 | CAMPBELL/MARTHA// | 006101009000 |
| 102 OAK HILL DR | $1,888.50 | MORSE/KENNETH// | 006010045000 |
| 108 OAK HILL DR | $1,971.99 | SCHWARTZ/KRISTY & CYNTHIA// | 006010046000 |
| 140 OAK HILL DR | $1,888.50 | PLATZER/MICHAEL// | 006010041000 |
| 1325 OAK RIDGE DR | $982.01 | BODILY/MELISSA// | 100250034000 |
| 1332 OAK RIDGE DR | $1,907.00 | FELIZ/JAMES// | 100250043000 |
| 1334 OAK RIDGE DR | $1,888.50 | SHOBERG/KERRY// | 100250044000 |
| 1376 OAK RIDGE DR | $1,416.50 | PEREZ/JEANETTE// | 100250060000 |
| 1390 OAK RIDGE DR | $1,088.50 | MULLER/KRISTY// | 100250067000 |
| 211 W OAK ST | $1,888.50 | GONZALES/JIMMY & TIFFANY// | 006080032000 |
| 233 W OAK ST | $1,434.84 | BOZZA/FRANK// | 006080017000 |
| 212 PINE CT | $1,888.50 | ROSALES/MARCELLA// | 006112044000 |
| 215 PINE CT | $2,586.43 | JAMES/JEFFREY & JOELLA// | 006112007000 |
| 155 PINE ST | $3,399.35 | SMITH/VICKI// | 006112063000 |
| 150 PLEASANT ST | $1,888.50 | MARKLE TRUST/HELEN// | 006030006000 |

# Exhibit A

| | | | |
|---|---|---|---|
| 55 POUNDS CT | $1,888.50 | MUSQUIZA/CARLOS// | 006041006000 |
| 224 RISING SUN RD | $1,464.12 | KOFOED/GEORGE & JULIET// | 006080041000 |
| 230 RISING SUN RD | $1,888.50 | HOLDERFIELD/KELLEY// | 006080042000 |
| 102 SHADOW WOOD PL | $918.50 | EDWARDS/KENNETH// | 006150020000 |
| 106 SHADOW WOOD PL | $1,821.66 | JANFADA/TOD// | 006150018000 |
| 108 SHADOW WOOD PL | $797.37 | BERGLAND/MICHAEL// | 006150017000 |
| 113 SHADOW WOOD PL | $1,671.16 | JONES/RONNIE// | 006150007000 |
| 232 SCHOLTZ AVE | $1,238.97 | FALTERSACK/KIRK// | 006112048000 |
| 236 SCHOLTZ AVE | $735.27 | MAGORIAN/SHEILA// | 006112042000 |
| 444 SCHOLTZ AVE | $1,888.50 | PRICE/WAYNE// | 100130050000 |
| 151 TREASURTON ST | $1,888.50 | MARK/LISA// | 100260013000 |
| 155 TREASURTON ST | $785.37 | ASHLOCK/TERESA// | 100260015000 |
| 170 TREASURTON ST | $1,888.50 | BROWN/TRACY// | 100260006000 |
| 178 TREASURTON ST | $2,209.70 | BAQUERO/ELIAS// | 100260002000 |
| 203 TREASURTON ST | $1,888.50 | KLOSSNER/BRADLEY & KATIE// | 100260036000 |
| 211 TREASURTON ST | $2,533.69 | BRACKEN/JAMES & THERESA// | 100270003000 |
| 222 TREASURTON ST | $825.63 | ENGLAND/RUSSEL// | 100270011000 |
| 222 VISTA AVE | $1,888.50 | BOWEN/BRENT & LAUREN// | 006045004000 |
| 41 WALNUT ST | $918.50 | WOOD/BRITTANY// | 006132014000 |
| 44 WALNUT ST | $1,888.50 | MCSHANE/BETH// | 006133005000 |
| 148 WHITCOMB AVE | $6,587.29 | NEVADA IRRIGATION DISTRICT | 100230013000 |
| 103 WINDER RD | $1,757.33 | NOTTER/BRIAN// | 100260019000 |
| 111 WINDER RD | $1,888.50 | RODRIGUES/CARLOS// | 100260023000 |

| | |
|---|---|
| **69** | **$131,283.82** |

| Acct # | Parcel # | Address | Owner | Owner Mailing Address | city/state/zip | Service thru: | Lien Amount |
|---|---|---|---|---|---|---|---|
| 041571959 | 006-010-046-000 | 108 OAK HILL DR | SCHWARTZ, KRIS | PO BOX 218 | COLFAX , CA 95713 | 6/30/2023 | $423.34 |
| 041569144 | 101-010-044-000 | 1149 HWY 174 | BOROW, PATRICK & JERRI | 4480 MILLER OAK DR | AUBURN, CA 95603 | 6/30/2023 | $362.68 |
| 042071009 | 006-104-007-000 | 128 S FORESTHILL AVE | REYES, DIEGO | PO BOX 1102 | COLFAX , CA 95713 | 6/30/2023 | $679.20 |
| 041570654 | 006-030-006-000 | 150 PLEASANT ST | MARKLE, HELEN C/O CASSANDRA | PO Box 6012 | AUBURN, CA 95604 | 6/30/2023 | $362.68 |
| 042182921 | 100-260-006-000 | 170 TREASURTON ST | BROWN, TRACY | 170 TREASURTON ST | COLFAX , CA 95713 | 6/30/2023 | $676.40 |
| 041573211 | 006-044-007-000 | 210 SUNRISE AVE | BACK, GEORGE & DOROTHY | PO Box 597 | COLFAX , CA 95713 | 6/30/2023 | $362.68 |
| 041568435 | 101-200-044-000 | 300 CANYON CREEK | KEANE, LISETTE | 300 CANYON CREEK | COLFAX , CA 95713 | 6/30/2023 | $406.27 |
| 041572528 | 100-130-056-000 | 424 SCHOLTZ AVE | RADFORD, LINDA | 21501 CANYON WAY | COLFAX , CA 95713 | 6/30/2023 | $362.68 |
| 041633221 | 006-133-005-000 | 44 WALNUT ST | KOERBER, ELIZABETH C/O SHANE, | P O BOX 1106 | COLFAX , CA 95713 | 6/30/2023 | $520.65 |
| 042247377 | 006-143-004-000 | 320 S AUBURN ST | KNIGHT, CHELSEA | PO BOX 1068 | COLFAX, CA 95713 | 6/30/2023 | $957.58 |
| 042071009 | 006-104-007-000 | 128 S FOREST HILL AVE | REYES, DIEGO | PO BOX 1102 | COLFAX, CA 95713 | 6/30/2023 | $679.20 |
| 041826809 | 006-103-006-000 | 150 S AUBURN ST | GARGAN, STEPHANIE | PO BOX 310 | COLFAX, CA 95713 | 6/30/2023 | $648.75 |
| 041577543 | 006-080-042-000 | 230 RISING SUN RD | HOLDERFIELD, KELLEY | PO BOX 1989 | COLFAX, CA 95713 | 6/30/2023 | $618.51 |
| 042216307 | 006-150-020-000 | 102 SHADOW WOOD PL | EDWARDS, KENNETH & DAWN | PO BOX 1175 | COLFAX, CA 95713 | 6/30/2023 | $576.11 |
| 042047751 | 006-030-022-000 | 110 DEPOT ST | BANGERT, BEAU | PO BOX 1972 | COLFAX, CA 95713 | 6/30/2023 | $570.89 |
| 042275931 | 100-250-001-000 | 1302 OAK RIDGE DR #4 | GJERTSEN,LILTH | 1302 OAKRIDGE DR #04 | COLFAX, CA 95713 | 6/30/2023 | $542.97 |
| 041614981 | 006-093-005-000 | 29 LINCOLN ST | ANDERSON, SELENE | PO BOX 2 | COLFAX, CA 95713 | 6/30/2023 | $542.49 |
| 042146975 | 100-270-025-000 | 208 FOSTER RD | LOPEZ, THOMAS | 208 FOSTER RD | COLFAX, CA 95713 | 6/30/2023 | $524.58 |
| 042034569 | 101-200-035-000 | 238 CANYON CREEK CIR | GUDINO, TONY | 238 CANYONE CREEK CIRCLI | COLFAX, CA 95713 | 6/30/2023 | $305.40 |
| 042215341 | 006-142-042-000 | 145 E OAK ST | RUSSELL, ANTHONY | PO BOX 1026 | COLFAX, CA 95713 | 6/30/2023 | $406.34 |
| 041568435 | 101-200-044-000 | 300 CANYON CREEK CIR | KEANE, LISETTE | 300 CANYON CREEK CIR | COLFAX, CA 95713 | 6/30/2023 | $406.27 |
| 041607589 | 006-061-021-000 | 21 SUNSET CIR | WILSON, DORAN | PO BOX 222 | COLFAX, CA 95713 | 6/30/2023 | $403.88 |
| 041567593 | 101-200-031-000 | 214 CANYON CREEK CIR | CHAVEZ, JOSE | 214 CANYON CREEK CIR | COLFAX, CA 95713 | 6/30/2023 | $361.06 |
| 041571843 | 006-092-002-000 | 54 W OAK ST | WILSON, NORMA | PO BOX 222 | COLFAX, CA 95713 | 6/30/2023 | $358.17 |
| 042258184 | 100-250-050-000 | 1356 OAK RIDGE DR | DICKSON, JERED | 1356 OAK RIDGE DR | COLFAX, CA 95713 | 6/30/2023 | $311.36 |
| 042046688 | 006-045-004-000 | 222 VISTA AVE | BOWEN, LAUREN | PO BOX 673 | COLFAX, CA 95713 | 6/30/2023 | $698.74 |
| 041571751 | 006-092-003-000 | 44 W OAK ST | WILSON, NORMA | PO BOX 222 | COLFAX, CA 95713 | 6/30/2023 | $358.17 |
| | | | | | | total: | $13,427.05 |

# Staff Report to City Council

## FOR THE JUNE 14, 2023 REGULAR CITY COUNCIL MEETING

**From:** Emmanuel Ursu, Planning Director
**Prepared by:** Emmanuel Ursu, Planning Director
**Subject:** Draft Short-Term Rental Regulations

***Budget Impact Overview:***

| N/A: √ | Funded: | Un-funded: | Amount: | Fund(s): |
|---|---|---|---|---|

**RECOMMENDED ACTION:** Provide direction on the preparation of a draft ordinance to allow short-term rentals.

**Summary/Background**

At its January 25, 2023 meeting, the City Council directed staff to draft regulations to allow Short-Term Rentals (STRs). A STR unit is a residential unit occupied for no more than 30 days. The Colfax Municipal Code allows lodging (in hotels, motels, and bed and breakfast inns) in commercial zones and is silent on STRs.

Staff drafted an outline of proposed regulations for the City Council's consideration. Before preparing the outline of proposed regulations, staff solicited public input via an online survey and reviewed the STR regulations of Placer County and Nevada County and the cities in the two counties. A summary of the public input, the regulations of the nearby jurisdictions, and draft regulations for Council consideration are provided in the Discussion section below and in the attachments.

After the Council provides direction on the regulations to include in a STR ordinance, staff will prepare an ordinance for City Council introduction and adoption at a future meeting.

**Discussion**

*Online Survey Responses*

Public input was provided via an online survey with nine questions (Attachment A). A link to the survey was posted on the City of Colfax Facebook page and flyers with a QR code link to the online survey were posted at City Hall and Post Office (Attachment B). Sixty-five (65) people responded to the survey between March 23 and March 29, 2023 and comments from eight people were posted on the City's Facebook page.

Most responders to the survey (65%) support allowing STRs in Colfax. Fifty-four percent (54%) support allowing a mixture of both hosted and non-hosted rentals with a preference for more hosted rentals than non-hosted rentals. When asked what the maximum number of STRs is appropriate for Colfax, the median response for non-hosted rentals was five and the median response for hosted rentals was ten. The responses ranged from zero to no limit on the number of STRs that should be allowed. Impacts on quality of life (such as noise, parking, and litter) were the primary issues responders indicated should be addressed in a STR ordinance with regulations that correspond to the quality-of-life issues (such as quiet hours, prohibition on amplified music outdoors, on-site parking, occupancy limits, and a requirement for local management).

The survey questions and aggregated responses to the questions are provided in the table below. Percentages are rounded and may not add up to 100%. Individual responses from all the surveys submitted are available in Attachment C.

**Table 1: Short-term Rental Survey Response Summary**

| | Questions | | Response Summary | |
|---|---|---|---|---|
| | | | Percent | Number |
| **1.** | **Should Short-term Rentals be allowed in Colfax?** | | | |
| | | Yes | 65% | 42 |
| | | No | 26% | 17 |
| | | Not sure | 9% | 6 |
| **2.** | **Would you prefer Short-term Rentals in Colfax be…** | | | |
| | | Hosted | 22% | 14 |
| | | Non-hosted | 6% | 4 |
| | | A mixture of both | 54% | 34 |
| | | Not allowed at all | 22% | 14 |
| **3.** | **Which, if any, of the following issues should the City address in a Short-term rental ordinance?** | | | |
| | | Parties | 62% | 40 |
| | | Noise | 58% | 38 |
| | | Parking | 49% | 32 |
| | | Litter | 48% | 31 |
| | | Loss of housing | 37% | 24 |
| | | Traffic | 28% | 18 |
| | | Privacy | 23% | 15 |
| | | Other (specify) | 17% | 11 |
| | | None of the above | 11% | 7 |
| **4.** | **Which of the following requirements should apply to Short-term rentals?** | | | |
| | | Quiet hours | 68% | 42 |
| | | Prohibit amplified music outdoors | 63% | 39 |
| | | On-site parking for all guests | 60% | 37 |
| | | Limit the number of occupants | 60% | 37 |
| | | Local property manager available for issues with non-hosted rentals | 59% | 36 |
| | | No STR in tents or RVs | 53% | 33 |
| | | Notice to neighbors prior to issuance of STR permit | 53% | 33 |
| | | Annual permit | 37% | 23 |
| | | Limit hours of outdoor pool and spa use | 32% | 20 |
| | | Privacy screening | 31% | 19 |
| | | Physical separation between STR | 21% | 13 |
| | | Other | 15% | 9 |
| **5.** | **If allowed, what is the appropriate number of Short-term Rentals in Colfax?** | | | |
| | | Number of Short-term Rentals | Hosted | Non-Hosted |
| | | | % # | % # |
| | | None | 12% 4 | 39 12 |

| | Questions | | Response Summary | | | |
|---|---|---|---|---|---|---|
| | | | Percent | | Number | |
| | | Up to 10 | 45% | 15 | 23 | 7 |
| | | 11 to 25 | 15% | 5 | 16 | 5 |
| | | More than 25 | 27% | 9 | 23 | 7 |
| | | Median Number of STRs | | 10 | | 5 |
| **6.** | **Where do you live?** | | | | | |
| . | | Within the City of Colfax | | 62% | | 40 |
| | | Outside the Colfax City Limits in the 95713 zip code | | 37% | | 24 |
| | | None of the above | | 1% | | 1 |
| **7.** | **Do you currently operate a Short-term rental in the City of Colfax?** | | | | | |
| | | No | | 99% | | 63 |
| | | Yes | | 1% | | 1 |
| **8.** | **If you live in the City of Colfax, how long have you lived here?** | | | | | |
| | | Less than 3 years | | 15% | | 9 |
| | | 3 to 5 years | | 8% | | 5 |
| | | More than 5 years | | 61% | | 37 |
| | | N/A | | 16% | | 10 |
| **9.** | **What is your age?** | | | | | |
| | | Under 18 | | 0% | | 0 |
| | | 18-24 | | 0% | | 0 |
| | | 25-34 | | 16% | | 10 |
| | | 35-44 | | 16% | | 10 |
| | | 45-54 | | 20% | | 13 |
| | | 55-64 | | 19% | | 12 |
| | | 65+ | | 30% | | 19 |

*STR Regulations in Surrounding Jurisdictions*

Staff reviewed the STR regulations of ten jurisdictions: Placer County, Nevada County, and all the incorporated cities and towns in both counties and summarized them in Attachment D. The Town of Loomis and City of Lincoln do not have regulations addressing STRs and Nevada County only regulates the collection of transient occupancy tax (TOT) and STRs associated with agritourism. According to Town of Loomis Planning Department staff, they will be considering the adoption of a STR ordinance soon.

Placer County and the Town of Truckee have caps on the number of STRs (3,900 and 1,255, respectively). In all the jurisdictions in which STRs are allowed, an administrative permit is required and in Grass Valley a minor use permit is required for non-hosted STRs. In Auburn, a STR may be approved administratively unless a neighbor objects, in which case the permit is considered by the Planning Commission at a public hearing. Common themes of the STR regulations include parking requirements, limits on the number of guests, a local manager, posting of guest rules, and no special events (weddings, parties, etc.) Some jurisdictions also limit the number of days per year that may be rented on a short-term basis.

*Recommended STR Regulations*

Staff recommends establishing two categories of STRs: Hosted STRs and Non-hosted STRs with the following regulations:

Recommended Regulations applicable to both Hosted and Non-Hosted Short-term Rentals

- Administrative annual permit with the right to appeal to City Council
    - Permit submittal requirements to include:
        - Name and contact information for the applicant
        - Name and 24-hour contact information for alternate if the permittee is not on-site
        - Floor plan
        - Site plan indicating parking, entrances/exits to the house, outdoor use areas
        - Copy of business license
        - Proof of insurance
- Annual permit fee
- Grounds for denial of a permit
- Procedures for revocation or modification of a permit
- Payment of sewer service fee at the B&B/boarding house EDU rate factor (0.4 per guest room)
- Payment of transient occupancy tax
- Obtaining an annual business license
- Quiet hours of 9 PM to 7 AM Sunday through Thursday and 10 PM to 8 AM Friday through Sunday.
- No outdoor amplified music.
- Consistent with state law, no STR is allowed in an accessory dwelling unit (ADU) or junior (ADU) for which a building permit was issued on or after January 1, 2020
- Notice of application for a STR permit to adjoining property owners on a form provided by the City.
- No special events (weddings, parties, conferences, fundraisers, etc.)
- Posted notice inside the STR unit regarding good neighbor policies and operational standards. Text of notice to be provided by City.
- Penalties for violations of permit conditions:
    - $250/day for the first violation
    - $500/day for the second violation within a twelve-month period
    - $1,000/day for the third violation within a twelve-month period
    - Permit revoked after 3 violations in one year period.
- Annual Fire Dept inspection
    - Smoke and carbon monoxide detectors
    - Defensible open space
    - Outdoor grills and fire pits
- Maintain a guest register for a period of 18 months with the following information:
    - Names of all guests over 18
    - Guests address
    - Make, model, color, and year of the guest vehicle(s)
    - License plate(s) and State(s)
    - Date of arrival

- Date of departure
- Rent paid for each stay

Hosted Short-term Rentals

- No limit on the number of hosted STRs in the City.
- Two on-site parking spaces plus one parking space per rented guest bedroom. Street parking fronting the property may be included in the count of required parking spaces.
- The occupancy limit is two guests per bedroom with a maximum of 6 guests, excluding guests under 18 years old.
- Only registered guests are allowed on the property during quiet hours.
- On parcels larger than 20,000 square feet, the STR may be in a recreational vehicle, yurt, or other temporary structure, subject to the provision of sanitary sewer facilities. STRs in a temporary structure must be at least 100 feet from a primary residence or accessory dwelling unit on another property.

Non-hosted Short-term Rentals

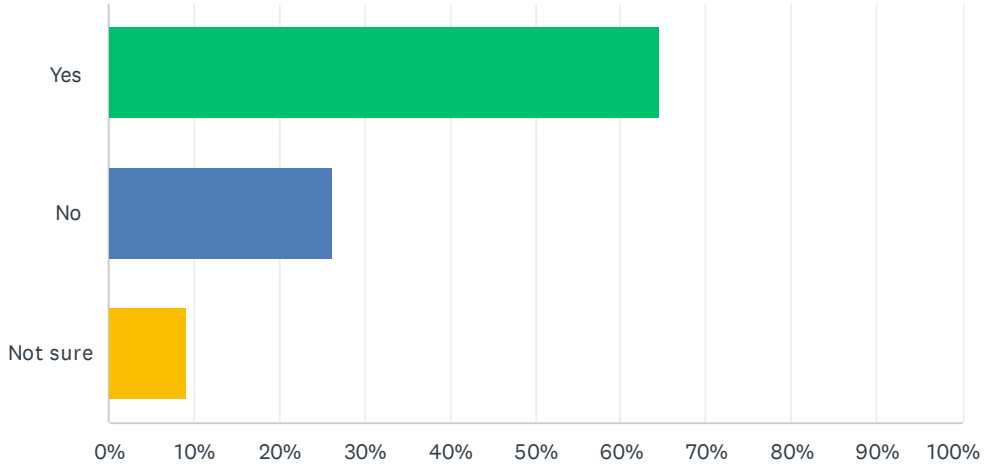
- Limit to five non-hosted STRs in the entire City. When the maximum is reached a waitlist will be established.
- Manager or owner to respond by telephone within 30 minutes of a complaint and resolve the issue within one hour. Manager to be physically present within one hour for 1 year following receipt of a citation.
- One on-site parking space per rented guest room. Street parking shall not be included in the required parking count.
- Occupancy limit of 2 guests per bedroom with a maximum of 12 guests
- No wood-burning fire pits, bonfires, or campfires.
- STR must be in a legally constructed residence on a permanent foundation.

**Attachments**

Attachment A: Summary of Survey Responses
Attachment B: Survey Flyer
Attachment C: Summary of STR regulations in Placer and Nevada Counties

# Q1 Should Short-term Rentals be allowed in Colfax?

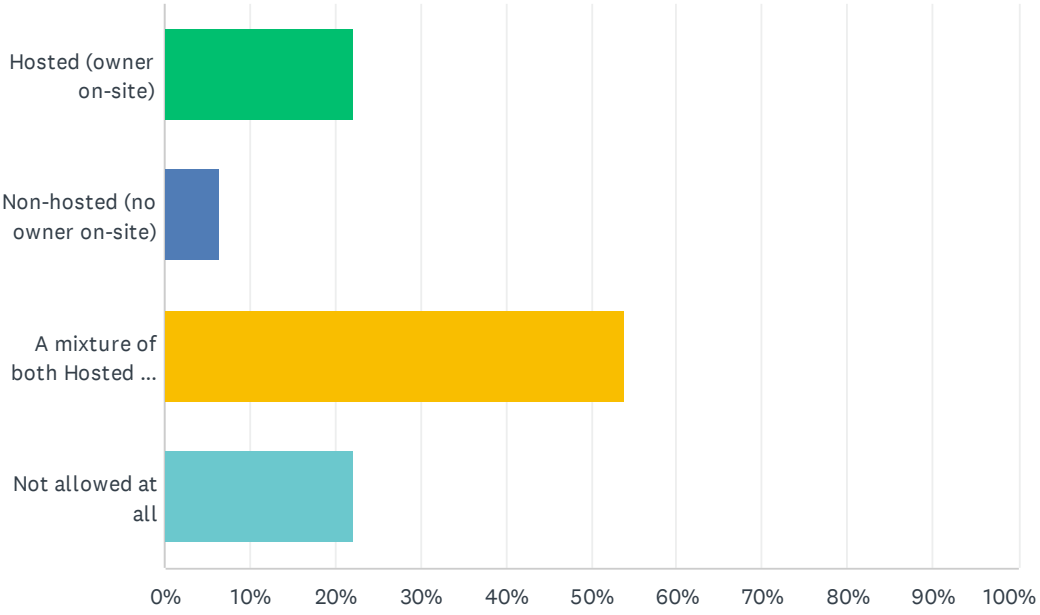
Answered: 65 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 64.62% | 42 |
| No | 26.15% | 17 |
| Not sure | 9.23% | 6 |
| TOTAL | | 65 |

# Q2 Would you prefer Short-term Rentals in Colfax be...

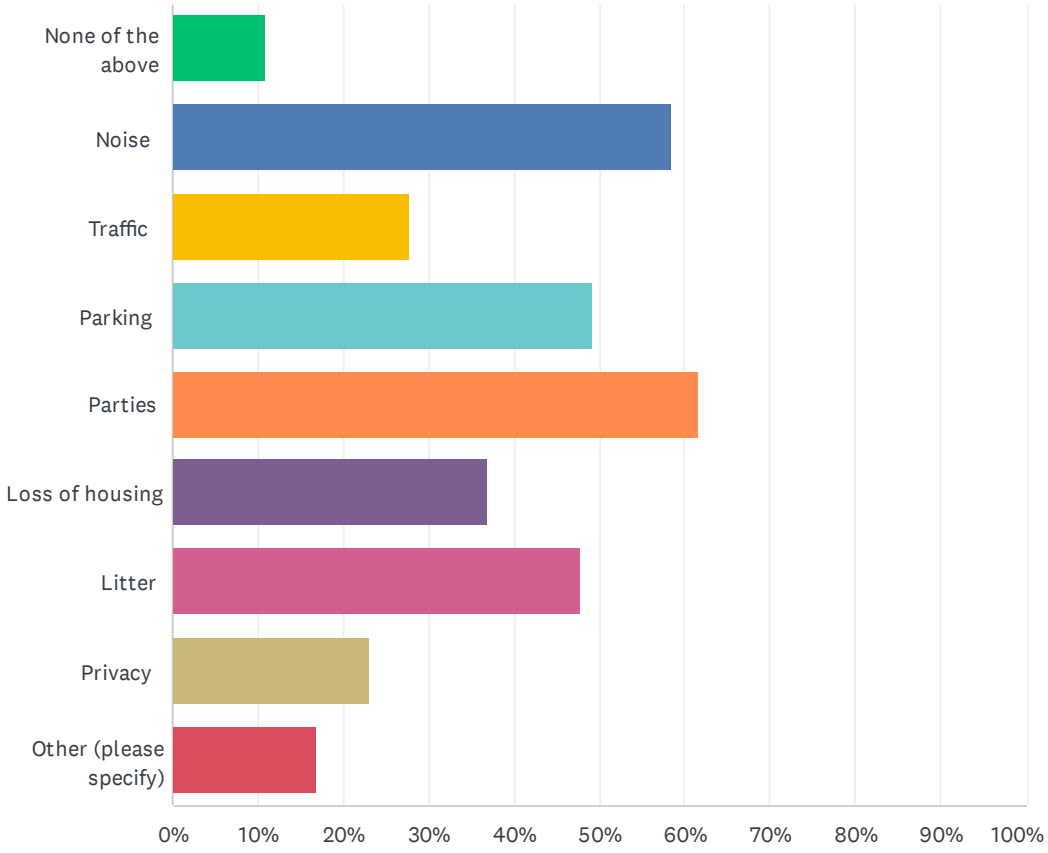
Answered: 63 Skipped: 2




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Hosted (owner on-site) | 22.22% | 14 |
| Non-hosted (no owner on-site) | 6.35% | 4 |
| A mixture of both Hosted and Non-hosted | 53.97% | 34 |
| Not allowed at all | 22.22% | 14 |
| Total Respondents: 63 | | |

# Q3 Concerns with Short-term Rentals in some communities include: loss of housing, noise, parties, litter, privacy impacts, and parking impacts. Indicate which, if any, of the following issues the City should address in a Short-term rental ordinance.

Answered: 65 Skipped: 0

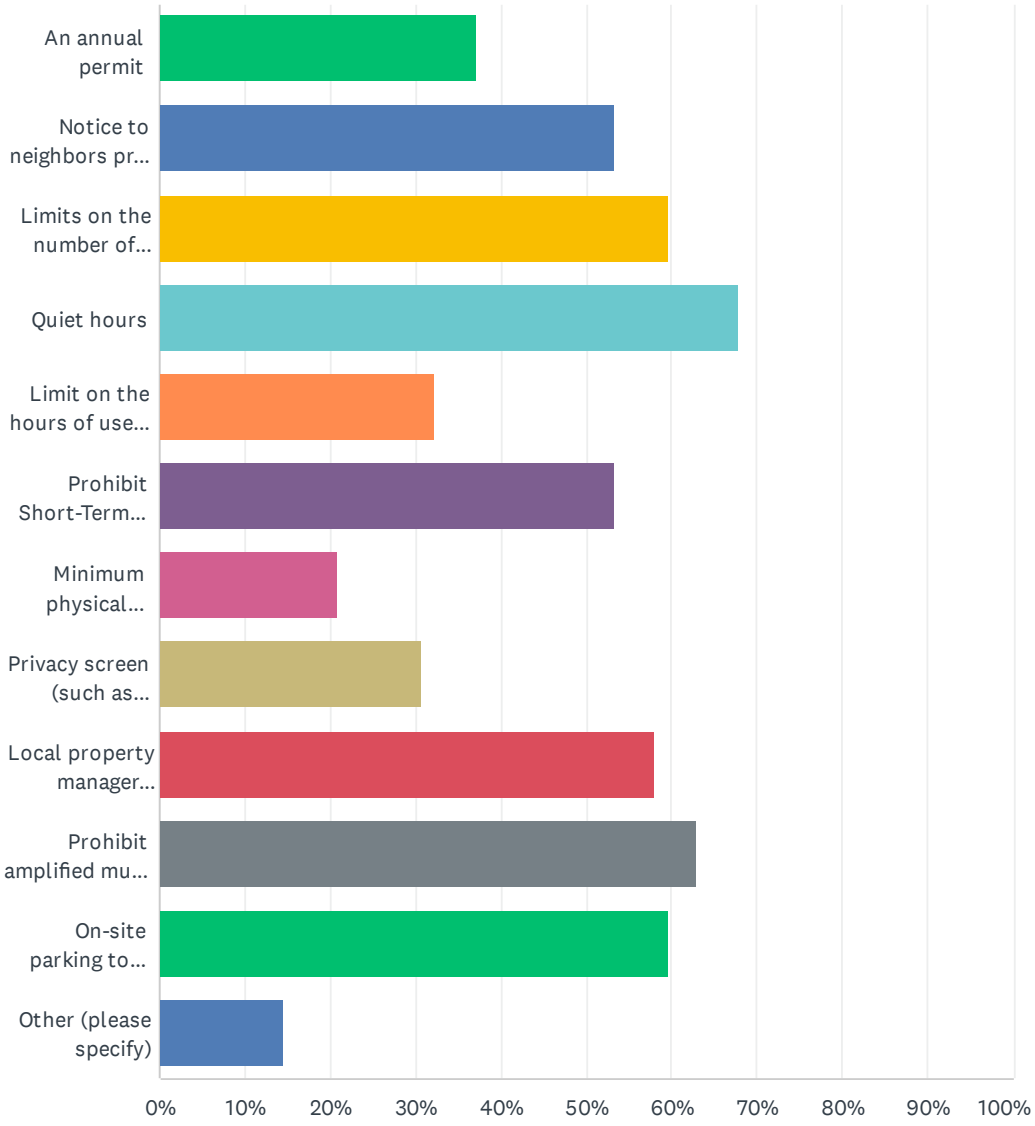


| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| None of the above | 10.77% | 7 |
| Noise | 58.46% | 38 |
| Traffic | 27.69% | 18 |
| Parking | 49.23% | 32 |
| Parties | 61.54% | 40 |
| Loss of housing | 36.92% | 24 |
| Litter | 47.69% | 31 |
| Privacy | 23.08% | 15 |
| Other (please specify) | 16.92% | 11 |
| Total Respondents: 65 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|---|
| 1 | All of the above | 3/29/2023 8:51 AM |
| 2 | Economic impact on long-term rentals and home prices. Will allowing unlimited short-term rentals drive up housing costs for people who want to rent long-term or buy. Will this raise the price of rentals and homes for sale? Will this ordinance stimulate new construction of housing to be used for short-term rentals? In the Tahoe area, which was already expensive, I believe that short-term rentals have pushed up housing costs for long-term rentals. | 3/29/2023 8:35 AM |
| 3 | Impacts to community cohesion when too many vacant rentals are in in one location. | 3/29/2023 8:15 AM |
| 4 | Distraction of property | 3/28/2023 7:39 PM |
| 5 | Crime | 3/28/2023 5:49 PM |
| 6 | Non Storefront Adult and medicinal cannabis retail and deliverydeli | 3/28/2023 4:58 PM |
| 7 | Trespassing | 3/28/2023 2:42 PM |
| 8 | Destruction of our already overrun ecosystem. Save Placer County. We have ENOUGH visitors. | 3/24/2023 5:21 PM |
| 9 | Increased crime | 3/24/2023 11:57 AM |
| 10 | How about helping us actually make money now that we've been able to finally get non paying tenants out? | 3/24/2023 12:12 AM |
| 11 | Fire danger from outdoor fire pits or campfires | 3/23/2023 4:55 PM |

# Q4 Indicate which of the following requirements should apply to Short-term Rentals.

Answered: 62 Skipped: 3

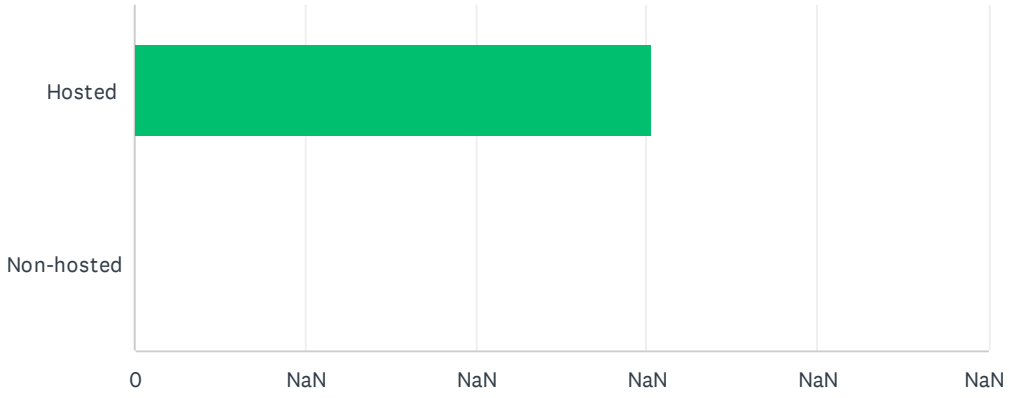


| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| An annual permit | 37.10% | 23 |
| Notice to neighbors prior to issuance of a permit | 53.23% | 33 |
| Limits on the number of occupants | 59.68% | 37 |
| Quiet hours | 67.74% | 42 |
| Limit on the hours of use of outdoor swimming pools and spas | 32.26% | 20 |
| Prohibit Short-Term Rentals in tents and RVs | 53.23% | 33 |
| Minimum physical separation between Short-term Rentals | 20.97% | 13 |
| Privacy screen (such as fences) between outdoor use areas and adjacent residences | 30.65% | 19 |
| Local property manager available to address issues with non-hosted rentals | 58.06% | 36 |
| Prohibit amplified music outdoors | 62.90% | 39 |
| On-site parking to accommodate all guests | 59.68% | 37 |
| Other (please specify) | 14.52% | 9 |
| Total Respondents: 62 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|---|
| 1 | I think allowing unlimited short-term rentals would drive up housing costs for people who want to rent long-term or buy. | 3/29/2023 8:35 AM |
| 2 | Prohibit non-property owners (i.e., corporations or other for-profit endeavors) to own and operate STRs. STRs in Colfax should only be owned and operated by residents of Colfax. Other jurisdictions have residency requirements and Colfax could incorporate similar language to their ordinance. | 3/29/2023 8:15 AM |
| 3 | Record of occupants | 3/28/2023 5:49 PM |
| 4 | No in home business for cannabis | 3/28/2023 4:58 PM |
| 5 | Specific fee that would go towards enforcement of the ordinance | 3/28/2023 2:32 PM |
| 6 | Should not be allowed at all, under any circumstances. | 3/24/2023 5:21 PM |
| 7 | All of these issues should addressed the same as they are for permanent residents | 3/23/2023 6:18 PM |
| 8 | Prohibit use of fireworks and firearm and outdoor fires. | 3/23/2023 4:55 PM |
| 9 | Up to the property owners | 3/23/2023 4:11 PM |

# Q5 If allowed, what is the appropriate number of Short Term Rentals in the City of Colfax?

Answered: 34 Skipped: 31




| ANSWER CHOICES | AVERAGE NUMBER | TOTAL NUMBER | RESPONSES |
|---|---|---|---|
| Hosted | 30,303,030,303,030,310,000,000,000 | 1,000,000,000,000,000,200,000,000,000 | 33 |
| Non-hosted | 84 | 2,695 | 32 |
| Total Respondents: 34 | | | |

| # | HOSTED | DATE |
|---|---|---|
| 1 | 8 | 3/29/2023 5:44 PM |
| 2 | 25 | 3/29/2023 8:51 AM |
| 3 | 30 | 3/29/2023 8:15 AM |
| 4 | 0 | 3/28/2023 7:59 PM |
| 5 | 0 | 3/28/2023 7:39 PM |
| 6 | 10 | 3/28/2023 7:28 PM |
| 7 | 1000 | 3/28/2023 5:47 PM |
| 8 | 5 | 3/28/2023 5:25 PM |
| 9 | 3 | 3/28/2023 5:23 PM |
| 10 | 0 | 3/28/2023 4:58 PM |
| 11 | 15 | 3/28/2023 3:46 PM |
| 12 | 10 | 3/28/2023 3:09 PM |
| 13 | 15 | 3/28/2023 2:54 PM |
| 14 | 10 | 3/28/2023 2:32 PM |
| 15 | 999999999999999999999999999 | 3/28/2023 2:06 PM |
| 16 | 2 | 3/28/2023 1:36 PM |
| 17 | 100 | 3/25/2023 1:07 PM |

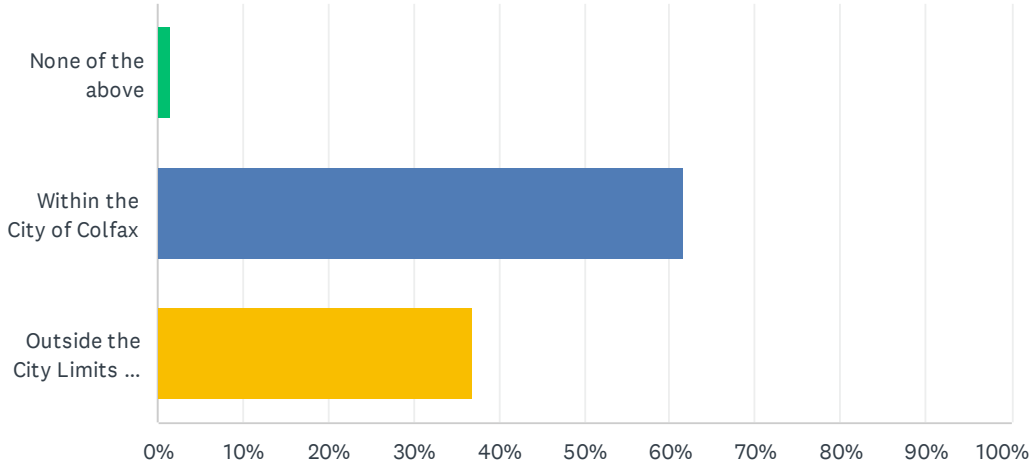
| | | |
|---|---|---|
| 18 | 10 | 3/25/2023 5:42 AM |
| 19 | 0 | 3/24/2023 5:21 PM |
| 20 | 50 | 3/24/2023 7:08 AM |
| 21 | 200 | 3/23/2023 9:42 PM |
| 22 | 25 | 3/23/2023 8:59 PM |
| 23 | 5 | 3/23/2023 7:31 PM |
| 24 | 5 | 3/23/2023 7:25 PM |
| 25 | 5 | 3/23/2023 7:23 PM |
| 26 | 50 | 3/23/2023 6:00 PM |
| 27 | 100 | 3/23/2023 5:58 PM |
| 28 | 10 | 3/23/2023 5:42 PM |
| 29 | 1000 | 3/23/2023 5:26 PM |
| 30 | 3 | 3/23/2023 5:02 PM |
| 31 | 20 | 3/23/2023 4:37 PM |
| 32 | 5 | 3/23/2023 4:35 PM |
| 33 | 10 | 3/23/2023 4:13 PM |

| # | NON-HOSTED | DATE |
|---|---|---|
| 1 | 7 | 3/29/2023 5:44 PM |
| 2 | 25 | 3/29/2023 8:51 AM |
| 3 | 0 | 3/29/2023 8:15 AM |
| 4 | 0 | 3/28/2023 7:59 PM |
| 5 | 0 | 3/28/2023 7:39 PM |
| 6 | 0 | 3/28/2023 7:28 PM |
| 7 | 1000 | 3/28/2023 5:47 PM |
| 8 | 0 | 3/28/2023 5:25 PM |
| 9 | 0 | 3/28/2023 4:58 PM |
| 10 | 15 | 3/28/2023 3:46 PM |
| 11 | 5 | 3/28/2023 3:09 PM |
| 12 | 15 | 3/28/2023 2:54 PM |
| 13 | 0 | 3/28/2023 2:32 PM |
| 14 | 150 | 3/28/2023 2:06 PM |
| 15 | 0 | 3/28/2023 1:36 PM |
| 16 | 10 | 3/25/2023 5:42 AM |
| 17 | 0 | 3/24/2023 5:21 PM |
| 18 | 0 | 3/24/2023 11:57 AM |
| 19 | 50 | 3/24/2023 7:08 AM |
| 20 | 200 | 3/23/2023 9:42 PM |
| 21 | 25 | 3/23/2023 8:59 PM |

| | | |
|---|---|---|
| 22 | 5 | 3/23/2023 7:31 PM |
| 23 | 0 | 3/23/2023 7:25 PM |
| 24 | 3 | 3/23/2023 7:23 PM |
| 25 | 50 | 3/23/2023 6:00 PM |
| 26 | 100 | 3/23/2023 5:58 PM |
| 27 | 10 | 3/23/2023 5:42 PM |
| 28 | 1000 | 3/23/2023 5:26 PM |
| 29 | 0 | 3/23/2023 5:02 PM |
| 30 | 20 | 3/23/2023 4:37 PM |
| 31 | 5 | 3/23/2023 4:35 PM |
| 32 | 0 | 3/23/2023 4:13 PM |

# Q6 Where do you live?

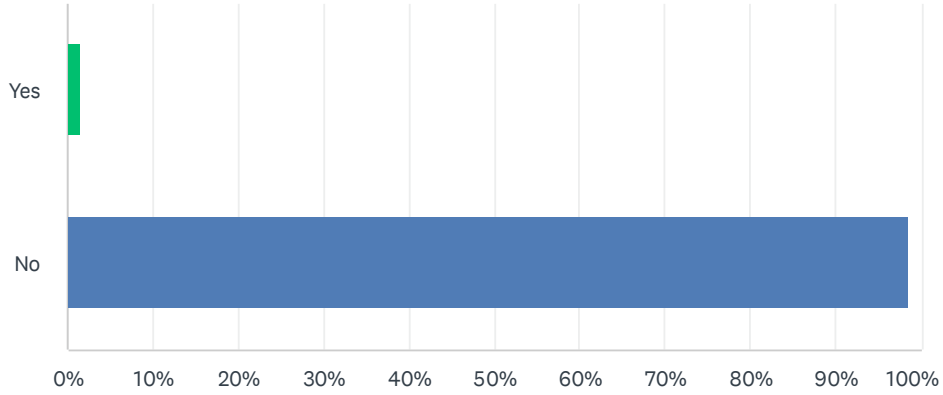
Answered: 65 Skipped: 0




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| None of the above | 1.54% | 1 |
| Within the City of Colfax | 61.54% | 40 |
| Outside the City Limits In the 95713 zip code | 36.92% | 24 |
| TOTAL | | 65 |

# Q7 Do you currently operate a Short-term rental in the City of Colfax?

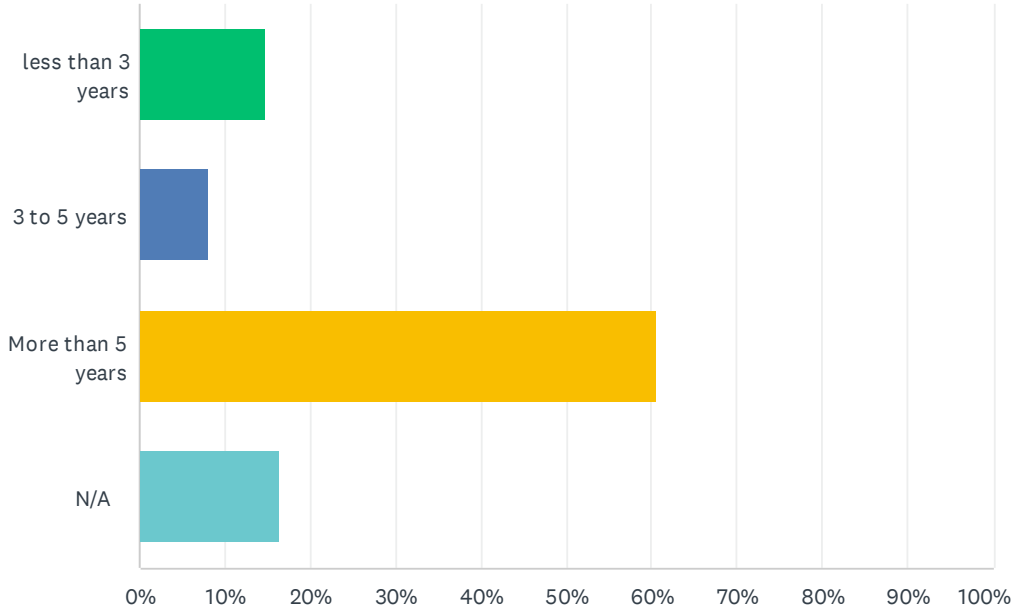
Answered: 64 Skipped: 1




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Yes | 1.56% | 1 |
| No | 98.44% | 63 |
| TOTAL | | 64 |

# Q8 If you live in the City of Colfax, how long have you lived here?

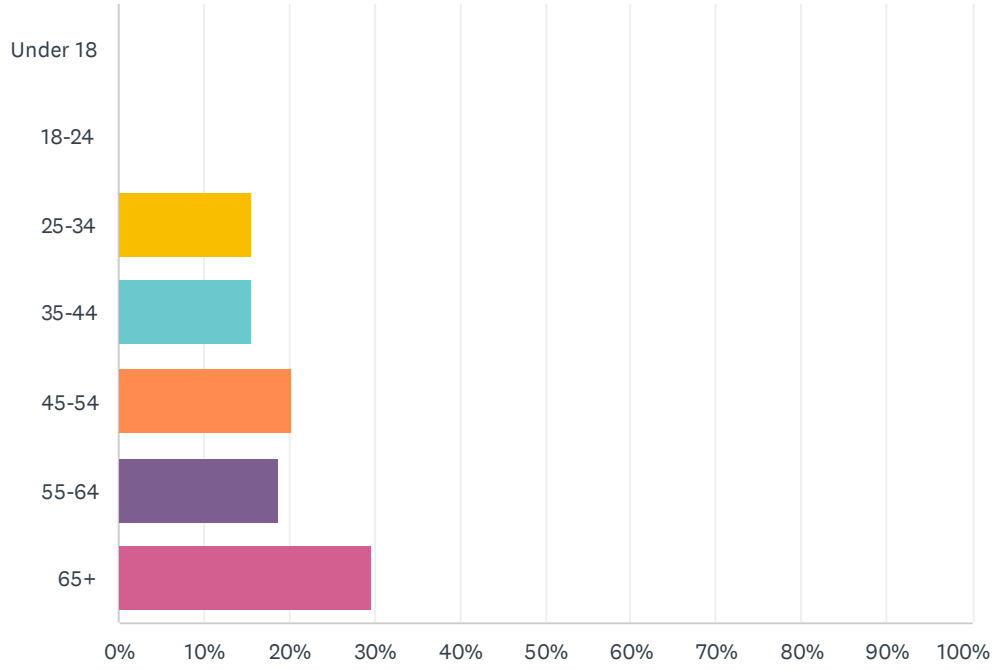
Answered: 61 Skipped: 4




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| less than 3 years | 14.75% | 9 |
| 3 to 5 years | 8.20% | 5 |
| More than 5 years | 60.66% | 37 |
| N/A | 16.39% | 10 |
| Total Respondents: 61 | | |

# Q9 What is your age

Answered: 64 Skipped: 1




| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Under 18 | 0.00% | 0 |
| 18-24 | 0.00% | 0 |
| 25-34 | 15.63% | 10 |
| 35-44 | 15.63% | 10 |
| 45-54 | 20.31% | 13 |
| 55-64 | 18.75% | 12 |
| 65+ | 29.69% | 19 |
| TOTAL | | 64 |

CITY OF COLFAX CALIFORNIA

P. O. Box 702, Colfax, CA 95713

# Short-Term Rental Survey

A short-term rental unit is a residential unit occupied for less than 30 days. Often these rentals are advertised and managed through internet platforms such as AirBnB and VRBO.

The City of Colfax would like your input in developing a short-term rental ordinance.

Please take our brief survey to let us know what you think.
https://www.surveymonkey.com/r/728J7PJ




Ph: (530) 346-2313
Fax: (530) 346-6214

Web: www.colfax-ca.gov
info@colfax-ca.gov

Short Term Rentals –

| Jurisdiction | Population | # of STRs allowed | Permit | Parking | Number of occupants | Management | Noise | Notes |
|---|---|---|---|---|---|---|---|---|
| Unincorporated Placer County | 116,062 | 3900 for non-hosted. No cap on hosted | | On-site parking req. or county-approved off-site pkg | 2/bdrm plus e additional people (excludes <12 yo) | Owner/manager within 1 hr (25 miles) | No amplified sound outside or audible at prop line. Quiet hrs 9 PM to 8 AM | Posting required: Interior: good neighbor and operational standards. Exterior: permit number, County STR hotline phone, Fire Dept inspection requ. |
| Auburn | 13,845 | No code limit | Admin permit if no objection. Otherwise PC hearing | 1 per guest room rented plus spaces for existing unit | 2/bedroom (not including <12 yo). Daytime guests allowed 7 AM – 10 PM | Owner/manager within 1 hr travel 24/7. | | |
| Lincoln | 50,649 | Not regulated | | | | | | |
| Loomis | 6,868 | Not regulated | | | | | | |
| Rocklin | 72,975 | | Administrative | Onsite | 6 or less, renter must be 21 or older | 30 minutes | | No special events. Max 90 rental days/yr. Guest registry required |
| Roseville | 151,901 | No code limit (only allowed in primary residence of permitee) | Administrative by Finance Director | On-site or in front of property | 6 | 30 minutes | | No special events, 182 day/yr, in primary residence of permittee, Maintain register of guests |
| Unincorporated Nevada County | 69,451 | Not regulated | | | | | | |
| Grass Valley | 13,754 | No code limit. Non-hosted subject to minor use permit | Administrative for hosted and use permit for non-hosted | Hosted- 1 per guest room plus 2 for owner. Non-hosted-1 per guest room | Hosted – Max 2 rooms rented at same time. Non-hosted – regulated by use permit. If more than 10 occupant, then fire, building and accessibility requirements apply. | 30 miles | General noise code standards | |

| Jurisdiction | Population | # of STRs allowed | Permit | Parking | Number of occupants | Management | Noise | Notes |
|---|---|---|---|---|---|---|---|---|
| Nevada City | 3,114 | No code limit. Hosted only | Administrative | Max of 1 vehicle allowed per unit | 2 "units" at same time with 2 adults and their children per unit | | | No special events |
| Truckee | 17,168 | 1255 | Administrative | On-site. No street or unpaved area | 2/bedroom plus 2, excluding kids under 13 | Respond in 30 min. by phone, resolve violation within 60 min. Physical presence within 60 min. for 1 yr following a citation | Quiet hours 10 PM to 7 AM | Special events allowed, Citation for violations are $1,500/day for 1st violation, $3,000/day and $5,000/day for 2nd and 3rd violations |

Placer County has a cap of 3,900 and Truckee limit the number of STRs