

PLANNING COMMISSION AGENDA
REGULAR MEETING of THE HOLTVILLE PLANNING COMMISSION
121 WEST FIFTH STREET - HOLTVILLE, CALIFORNIA

Monday, May 20, 2024 - 5:30 PM

☐ Ross Daniels, Chairman

☐ Georgina Camacho, Vice Chair

☐ John Britschgi, Commissioner

☐ Cindy Pacheco, Commissioner

☐ Vanessa Ramirez, Commissioner

☐ Ginger Ward, Ex Officio Member

☐ Raylene Tapiceria, Building Inspector

☐ Yvette Rios, City Clerk

☐ Steve Walker, Legal Counsel

☐ George Galvan, City Planner

☐ Nick Wells, City Manager /
Executive Officer

THIS IS A PUBLIC MEETING

The City of Holtville values public input on issues concerning the Planning Commission. If there is an issue on which you wish to be heard, comments will be accepted for items listed on the agenda and for items of general concern. The Chairman reserves the right to place a limit on each person's comments. Individual are required to provide their name and address for the record. Personal attacks on individuals, comments which are slanderous and/or which may invade an individual's personal privacy are not permitted.

MEETING CALLED TO ORDER

PLEDGE of ALLEGIANCE:

COMMISSION SECRETARY RE: Verification of Posting of the Agenda

PRESENTATION:

*Community input on proposed trestle bridge
bike path*

*George Galvan, City Planner
The Holt Group*

PUBLIC COMMENTS: This is time for the public to address the Planning Commission **on any item that does not appear on the agenda for this meeting** within the subject matter jurisdiction of the Commission. If you wish to speak, the Chairman will recognize you.

1. CONSENT AGENDA:

Items on the Consent Agenda are to be approved without comment. Should any Commission Member or member of the public wish to discuss an item, they may request that the item be removed from the Consent Agenda and placed on the NEW BUSINESS agenda.

- a. Approval of the Minutes from the Regular Meeting of Monday, April 15, 2024.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUEs:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **PUBLIC HEARING: Discussion/Related Action to Adopt Resolution PC 24-05**
Approving Extension of the Conditional Use Permit 20-01 Previously Issued via
Resolution PC 20-01 for the Property Located at 704 East 3rd Street (APN 045-330-033)

George Galvan City Planner

4. INFORMATION ONLY: *None*

5. STAFF REPORTS

- a. **City Manager Report - *Nick Wells***
- b. Legal Counsel Report - *Steve Walker*
- c. Planning Report - *George Galvan*

6. Items for future meetings

7. ADJOURNMENT:

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website (www.Holtville.ca.gov) on Friday, May 17, 2024.

NOTICE: *In compliance with the American Disabilities Act (ADA), the City of Holtville will make reasonable efforts to accommodate persons with qualified disabilities. If you require special assistance, please contact the City Clerk's office at (442) 206-0201 at least 48 hours in advance of the meeting. Any writings or documents provided to a majority of the Holtville Planning Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at City Hall, 121 W Fifth Street, during normal business hours.*



City of Holtville

Report to Planning Commission

Meeting Date:	May 20, 2024
Item Number:	<u>Presentation</u>
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: Nicholas D. Wells, City Manager
Holtville Planning Commission

From: George Galvan, City Planner

Prepared By: Alan Molina, Assistant Planner

Date: May 20, 2024

Project: 2025 Active Transportation Program (ATP) Cycle 7 Application

Summary:

Program: 2025 Active Transportation Program (ATP) Cycle 7 Application

Summary: The ATP is a competitive statewide program created to encourage increased use of active modes of transportation, such as biking and walking.

Available Funds: The State ATP Cycle 7 has \$568 million in funding available over a four-year period. Funding is available for Fiscal Years 2025-26, 2026-27, 2027-28, and 2028-29.

Local Match: None

Eligible Projects: All projects eligible for programming must be selected through a competitive process and must meet one or more of the ATP goals.

Application Deadline: June 17, 2024

INTRODUCTION AND BACKGROUND

The Active Transportation Program (ATP) Cycle 7 has \$568 million funding available over a four-year period. The ATP is a competitive statewide program created to encourage increased use of active modes of transportation, such as biking and walking. The goals of the ATP include the following:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of nonmotorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.

- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

The City of Holtville intends on applying for a grant under the ATP for the eligible project of small infrastructure with a total project cost of \$3.5 million or less.

PROGRAM TIMELINE

ATP programming cycles include four years of funding. The 2025 ATP Cycle 7 will provide funding for state fiscal years 2025-26, 2026-27, 2027-28, and 2028-29. See Table 1 below for the program schedule of the 2025 ATP:

Table 1: Program Schedule

Event	Date(s)
Commission adopts ATP Fund Estimate	March 21-22, 2024
Call for projects	March 21-22, 2024
Project application deadline	June 17, 2024
Staff recommendations for Statewide and Small Urban and Rural components posted	November 1, 2024
Commission adopts Statewide and Small Urban and Rural components	December 5-6, 2024
Projects not programmed distributed to large Metropolitan Planning Organizations (MPO) based on location	December 2024
Commission adopts MPO-selected projects	June 2025*

* Exact date will coincide with the Commission's adopted 2025 meeting calendar.

DISTRIBUTION OF FUNDS

State and federal law distribute the ATP funds into multiple components. The ATP funds must be distributed as follows:

1. Forty percent to MPOs in urban areas with populations greater than 200,000.
 - Projects selected by MPOs may be in large urban, small urban, or rural areas.
 - A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.
2. Ten percent to small urban and rural areas with populations of 200,000 or less. Projects are competitively awarded by the Commission in these regions.
 - Small urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.
 - A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.
 - If a project is eligible for the MPO component, it cannot be eligible for this component.
3. Fifty percent to projects competitively awarded by the Commission on a statewide basis.
 - A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.

According to the 2020 census, the City of Holtville has a population of 5,605 people. This would classify the City of Holtville as a small urban area, but it cannot be eligible for funding in the Small Urban and Rural component since the project is eligible for the MPO component. It is important to note that the

City of Holtville qualifies as a disadvantaged community as it has a Median Household Income of \$44,939 according to the 2022 American Community Survey (ACS) 5-Year Estimate. This meets the Median Household Income criteria as it is less than 80% of the statewide median based on the most current Census Tract (ID 140) level from the 2018-2022 ACS (<\$73,524).

ELIGIBLE PROJECTS

The following list includes infrastructure projects considered generally eligible for ATP funding. Please note that other types of projects not on this list may also be eligible if they further the goals of the ATP.

Infrastructure Projects:

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Bicycle highways that provide fast, direct connections between major destinations, aimed primarily at commuters.
- Complete low-stress bicycle networks that connect key community destinations through low-speed, low traffic streets, separated paths, and protected bikeways.

UTILIZATION OF FUNDS

The City of Holtville is submitting an application for the 2025 ATP funds for the construction of a class 1 bike path starting from the trestle bridge and extending approximately 5,000 feet to the west. The bike path will be separated from Evan Hewes Highway with approximately 60 feet of open space, north of the State Highway (**Refer to Attachment A – Project Location Map**). This future expansion is part of a greater regional project to provide an alternate safe and reliable route for non-motorized travel to and from Holtville. The main objective of the project is to develop a safe route accessible for non-motorized users from the City of Holtville to the Imperial Valley College. The bike path will reduce the dependence on automobile use by increasing the proportion of trips accomplished by bicycling to school. As such, the project will advance greenhouse gas reduction goals. Due to the proximity to Evan Hewes Highway, trees will be planted along the bike path to minimize exposure to air pollution and provide shade during high temperatures. The bike path will benefit the community of Holtville by providing an eco-friendly mode of transportation to college students that is safe, cost-effective, and promotes physical activity.

Matching Requirement – The Commission does not require a funding match for ATP.

RECOMMENDATION AND PENDING ACTION

One of the requirements under ATP is for the implementation of a community-based public participation process. The public is to be afforded the opportunity to comment on the proposed project (**Refer to Attachment B – Public Hearing Notice**). It is recommended that the Planning Commission open the floor for public comments. Once all comments are received and considered, it is recommended that the Planning Commission take the following action.

1. Provide directive to staff for the preparation and submittal of the 2025 ATP application.

Attachments:

Attachment A – Project Location Map

Attachment B – Public Hearing Notice

Attachment A – Project Location Map

Attachment B – Public Hearing Notice

PUBLIC NOTICE



Notice of Public Hearing

City of Holtville

Notice is hereby given that a public hearing will be held by the City of Holtville Planning Commission at the date, time, and place indicated below. The purpose of the public hearing will be to hear comments from the public regarding the following subject:

Project: 2024 Active Transportation Program Application	Location: Bike Path from Trestle Bridge Extending Approximately 5,000 feet to the West
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The State Active Transportation Program (ATP) Cycle 7 has \$568 million funding available over a four-year period. The City of Holtville intends on applying for a grant under the ATP for the eligible project of small infrastructure. The proposed project will construct a class 1 bike path starting from the trestle bridge and extending approximately 5,000 feet to the west. The bike path will be approximately 60 feet north of Evan Hewes Highway. This future expansion is part of a greater regional project to provide an alternate safe and reliable route for non-motorized travel to and from Holtville. The proposed bike path will serve as a new transportation mode accessible to cyclists that will connect to Imperial Valley College and reduce dependence on automobile use. The purpose of this meeting is to receive input from the community related to the proposed application.

Planning Commission Hearing Date: May 20, 2024
Hearing Time: 5:30 PM
Hearing Location: Holtville City Hall
121 W. 5th Street

Copies of pertinent information are available for review at the City Hall during regular business hours. If you would like to know more about the proposed project prior to the public hearing, please contact Alan Molina, Assistant Planner, at (760) 337-3883 or via email at almolina@theholtgroup.net.

Any person desiring to comment on the above project may do so in writing or may appear in person at the public hearing. Written comments should be directed to the Holtville City Clerk, 121 West 5th Street, Holtville, CA 92250 and be delivered prior to the Public Hearing date. Please reference the project name in all written correspondence.

Legal 9197

Publish: May 16, 2024

THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE PLANNING COMMISSION

Monday, April 15, 2024

MEETING DATE:		5/20/24
ITEM NUMBER		1 a
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

The Regular Meeting of the Holtville Planning Commission was held on Monday, April 15, 2024, at 5:30 PM in the Civic Center. Chairman Ross Daniels was present, as were Commissioners Georgina Camacho, John Britschgi, Cindy Pacheco, and Vanessa Ramirez. Also present were Ex Officio Member Ginger Ward, City Manager/Executive Officer Nick Wells, Legal Counsel Steve Walker, City Planner Jeorge Galvan, and City Clerk Yvette Rios.

PLANNING COMMISSION MEETING CALLED TO ORDER:

Chairman Daniels called the meeting to order at 5:32 PM.

PLEDGE OF ALLEGIANCE: *Mr. Britschgi led the Pledge of Allegiance.*

VERIFICATION OF POSTING OF AGENDA:

Ms. Rios verified that the agenda was duly posted on Friday, April 12, 2024.

PUBLIC COMMENTS:

Steven Jackson (673 Chestnut Avenue) asked if trash services could be calculated by usage, as opposed to a flat rate. Mr. Daniels informed him that he would need to solicit the City Council on this matter.

1. CONSENT AGENDA:

a. Approval of the Minutes from the Regular Meeting of Monday, August 21, 2023.

A motion was made by Mr. Britschgi and seconded by Ms. Ramirez to approve the Consent Agenda with corrections to the minutes. The motion passed in the form of a roll call vote.

AYES: *Britschgi, Camacho, Pacheco, Ramirez, Daniels*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUE:

There was nothing to report by the Commissioners nor by staff.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. PUBLIC HEARING: Discussion/Related Action to Adopt Resolution PC 24-04

Granting the Lot Depth Variance Request for the Property Located at 524 E. Seventh Street
(APN 045-221-032)

George Galvan, City Planner

Mr. Galvan delineated the conditions in the municipal code relating to lot depth variances. The applicant requested a lot depth variance at the property located at 524 E. Seventh Street to be reduced to 80 feet, whereas the minimum lot depth is 100 feet. The applicant has proposed a subdivision of the lot, resulting in an insufficient lot depth. Cases of similar lot depth variances have proven to be unproblematic.

A Public Hearing was opened by Chairman Daniels at 5:38 PM

Steven Jackson (673 Chestnut Avenue) explained that his property neighbors the proposed lot depth variance, causing him to be concerned for a potential issue of visibility, being that their properties are across the street from Finley Elementary School where there is heavy motor and foot traffic. Additionally, he is concerned that this project could diminish his privacy.

Luis Andrade from Andrade Acquisitions addressed Mr. Jackson's concerns, explaining that the corner lot, which is the proposed home to be built, will be constructed in a manner that respects the space by being low in altitude, therefore not obstructing visibility.

The Public Hearing was closed at 5:45 PM.

Mrs. Pacheco was reassured by Mr. Galvan that homes similar to the one proposed have been built and have not caused any issues.

A motion was made by Mr. Britschgi and seconded by Ms. Pacheco to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: Britschgi, Camacho, Pacheco, Ramirez, Daniels

NOES: None

ABSENT: None

ABSTAIN: None

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

a. City Manager Report - *Nick Wells encapsulated recent developments with current City projects including 9th Street projects, The Wetlands project, and the Public Safety Building.*

b. Legal Counsel - *Steve Walker*

c. Planning Report - *George Galvan went into further depth on project mentioned by Mr. Wells as well as updates for the Sunset Rose Apartments and Pine Crossing Apartments.*

d. Building Inspector - *Raylene Tapiceria*

6. Items for Future Meetings: *None*

7. ADJOURNMENT: *There being no further business to come before the Commission, Mr. Daniels adjourned the meeting at 5:53 PM.*

Ross Daniels, Chairman

Yvette Rios, City Clerk



City of Holtville Report to Planning Commission

Meeting Date:	May 20, 2024
Item Number:	<u>3 a</u>
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: Nicholas D. Wells, City Manager
Holtville Planning Commission

From: George Galvan, AICP, City Planner

Prepared By: Melany Amarillas, Assistant Planner

Date: May 20, 2024

Project: Sunset Rose Senior Apartment Conditional Use Permit – Extension

SUMMARY:

Applicant:	AMG & Associates, LLC
Subject of Report:	Conditional Use Permit Extension
Project Location:	704 East 3 rd Street, Holtville, CA 92250 (APN 045-330-033) (see Attachment A – Project Location Map)
Pending Action:	Adopt Resolution 24-05 granting CUP 24-05 based on the above referenced findings with modifications and/or additional conditions as deemed appropriate by the Planning Commission.
Zoning:	(R-4) Mobile Home Park
General Plan:	(MDR) Medium Density Residential
Environmental:	Exempt – 15332 Infill Development Projects

INTRODUCTION & BACKGROUND

On January 6, 2020 the Holtville Planning Commission approved the Conditional Use Permit (CUP) 20-01 via Resolution 20-01 for the Sunset Rose Senior Apartments project located at 704 East 3rd Street (**Attachment A – Project Location Map**), in the southeastern portion of the City Limits. The proposed project is an affordable housing project which will consist of the construction of a 64-unit apartment complex. The subject site is located in the R-4 Mobile Home Park zone which required a Conditional Use Permit for the proposed project. The applicant, AMG & Associates, was required to comply with all applicable conditions listed in the CUP within eighteen (18) months of issuance. The applicant was granted an extension for the CUP in November 2022 for a total of 12 additional months. A Building Permit was issued on May 11, 2023 to construct the first phase (32 units) of the project, but the project is currently on hold due to a \$5M budget gap and the Developer is seeking another 12-month extension.

ISSUES FOR DISCUSSION AND REVIEW

Proposed Project. The proposed project is the construction of a 64-unit Senior Family apartment complex on a 5.29-acre parcel. Twenty-six (26) of the proposed units would be one-bedroom units and six (6) units would be two-bedroom units. The multi-family housing project would be developed at the southeastern portion of the City Limits. Currently, the proposed project site is developed with an existing single-family home on the parcel with the remainder of the site being a dirt lot. The project site is bounded by mobile homes directly to the west and single-family residential homes to the northwest and neighboring vicinity. It is being proposed that the building be two (2) stories high and approximately 28 feet in height. Recreational amenities such as a community garden, picnic areas, bocce ball court, and a fenced dog park are also proposed for the project site.

Project Status. A component of the project included a subdivision of the 5.29-acre parcel into three separate parcels to accommodate two different phases of the project. The City Council approved the Tentative Parcel Map on December 13, 2021 and the recordation of the subdivision documents occurred on April 3, 2023. The Developer secured funding through a variety of sources including the State HOME funds, private funding, and tax credit allocation. A Building Permit was issued on May 11, 2023 for the first phase (32 units) which is currently on hold and has not begun construction. The Developer confirmed that the project is currently pending on a \$5M budget gap that they requested to the tax credit committee in April 2024 but have received no response. The Developer is working diligently to move the project forward and anticipates securing the budget gap in the upcoming months as well as beginning construction in 3-6 months.

Conformance to the General Plan. After careful review, the proposed project is consistent with the adopted General Plan Goals and Policies as they promote housing diversity and encourage proactive and planned growth of the City through maximizing the use of vacant land in the City. Additionally, the proposed project also promotes housing for special groups, specifically the senior population, and will further meet the needs of the community.

Land Use & Zoning. Per Section 17.30.030 of the Holtville Municipal Code, a Conditional Use Permit conditionally allows deviations of development standards so long as the proposed project is consistent with the underlying zone and surrounding land uses. The proposed project site is designated as Medium Density Residential (MDR) under the current adopted Holtville General Plan with a maximum allowable density of 6.1 to 12.0 dwelling units per acre. The proposed total 64-units are consistent with the maximum density requirements of the General Plan and the project is consistent and compatible with the surrounding land uses.

Transportation and Circulation. Third Street is a short street which only runs for a quarter of a mile, connecting residences to Walnut Avenue/Bonds Corner Road. The Circulation Element of the General Plan calls for the extension of Grape Avenue along the eastern boundary of the project site. Grape Avenue currently terminates one block north and is around 678 feet of the project site. Grape Avenue is intended to connect to 2nd Street which currently exists as a dirt road. For the proposed project's

network of paved roadway system, it has been previously recommended and plans to remain the same that Third Street Improvements include the installation of curb, gutter, and sidewalk along the north perimeter of the subject site and south of Third Street.

Water, Sewer, Stormwater Drainage, and Domestic Water. The proposed Senior Apartments project site is located at the southeast termination point of the Holtville Water Distribution System. A 6-inch ACP line is located along Third Street and terminates near Grape Avenue. It has been previously recommended and plans to remain the same that a fire flow of 1,500 gallons per minute at 20 psi residual pressure for a period of 2 hours be provided to the project site. The developer's engineer shall prepare a hydraulic study during the project design and complete required improvements to the Holtville Water Distribution System to provide the required fire flow demand to the project site.

Sanitary Sewer. The developer's engineer will be required to submit a sanitary sewer study to demonstrate that the existing 6-inch diameter gravity sanitary sewer pipeline has the capacity to serve the proposed site and the existing residential areas connected to the 6-inch gravity pipeline. If the 6-inch pipeline is not large enough to serve the proposed subject site, it will be necessary to replace the existing 6-inch sanitary sewer pipeline gravity section with a larger diameter gravity pipeline.

Storm Water: The development will be required to store the volume from a 25 Year, 24 Hour Storm (2.54 inches over the 24 Hour-Period) on-site per City of Holtville Standards Details and Specifications requirements. The retention basin area illustrated on the schematic plans prepared by Pacific West Architects dates December 6, 2019 appears to have an insufficient storm water volume. A larger retention basin will be required to be located within the project site area to store the required storm water volume.

If the developer elects to construct a retention basin and the retention basin water is directed to the Third Street Storm Water System, the developer will be required to improve the failed portions of the existing storm water system along Third Street and Walnut Avenue; however, the developer will not be required to construct the entire gravity storm water conveyance system recommended by the 2000 Hydrology Report.

ENVIRONMENTAL REVIEW

The project is categorically exempt per Section 15332 of the California Environmental Quality Act (CEQA) as an infill development project. Per section 17.12.010 of the Holtville Zoning Ordinance the project has been reviewed in compliance with CEQA.

PUBLIC REVIEW

Per Chapter 17.60, the Planning Commission may approve the Conditional Use Permit after a Public Hearing is held and all required findings have been made pursuant to Government Code Section 65906. A Public Hearing Notice (**Attachment D – Public Hearing Notice**) was posted in the Holtville Tribune and

mailed to all property owners within 300 feet on May 9, 2024 for the extension of the Conditional Use Permit.

RECOMMENDED ACTIONS

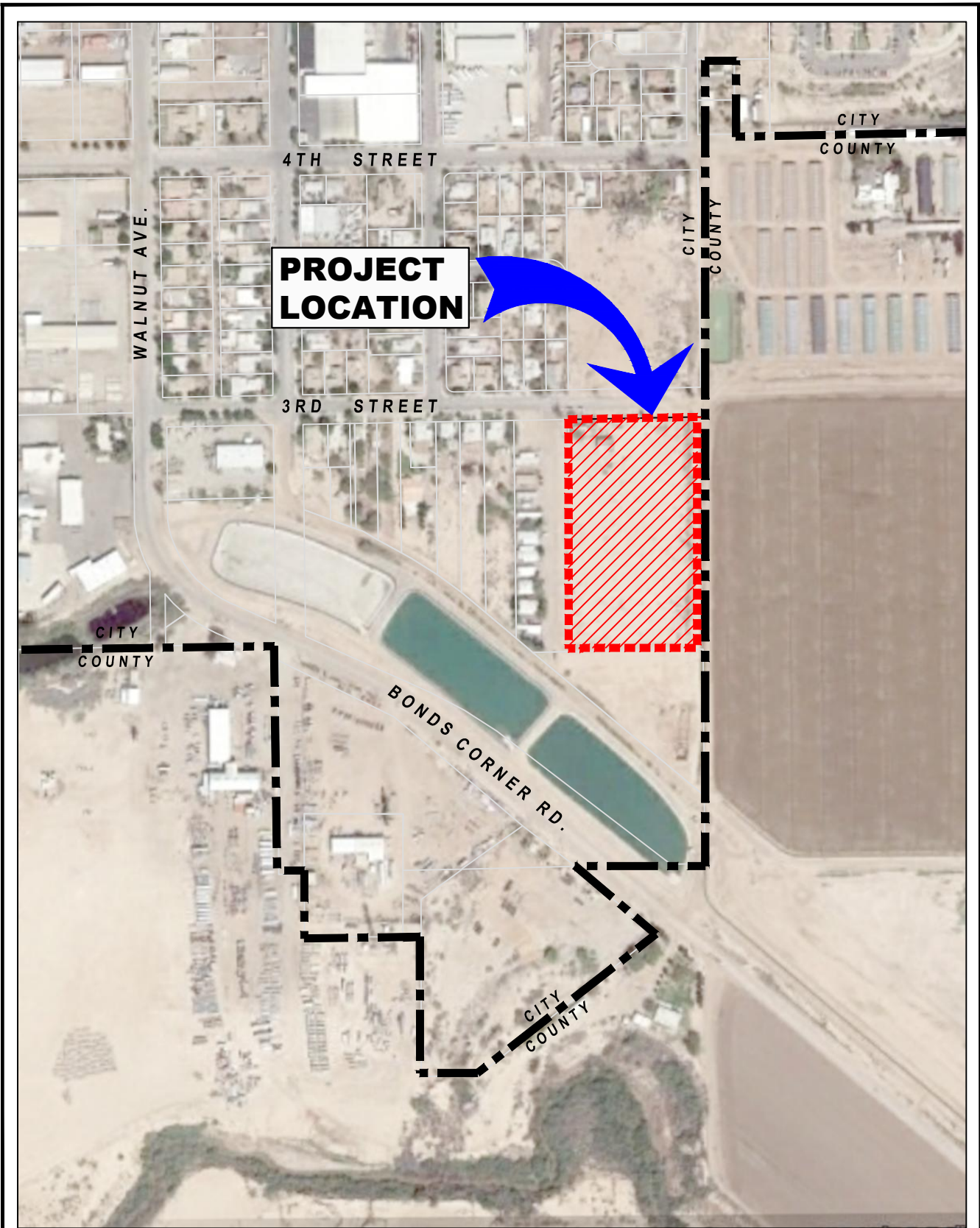
It is recommended that the Planning Commission conduct the public hearing for the proposed Conditional Use Permit and upon listening to testimonies for and against the applicant's CUP extension request, either approve and/or consider additional Conditions of Approval to ensure the safety and welfare of the community. Staff recommends the following actions:

1. Adopt Resolution PC 24-05 (**Attachment D – Resolution PC 24-05 & Exhibit A – Conditions of Approval**) granting CUP 24-05 based on the above referenced findings with modifications and/or additional conditions as deemed appropriate by the Planning Commission.

Attachments:

- Attachment A – Project Location Map
- Attachment B – Site Plan
- Attachment C – Public Hearing Notice
- Attachment D – Resolution PC 24-05
 - *Exhibit A – Conditions of Approval*

Attachment A – Project Location Map

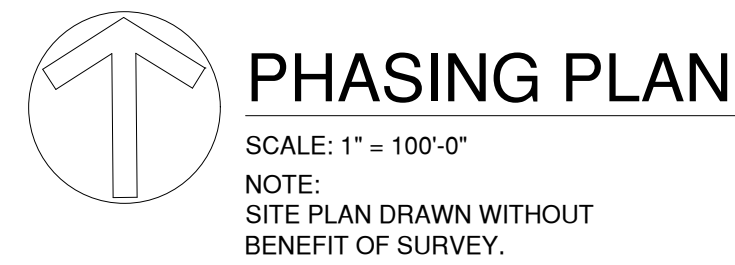
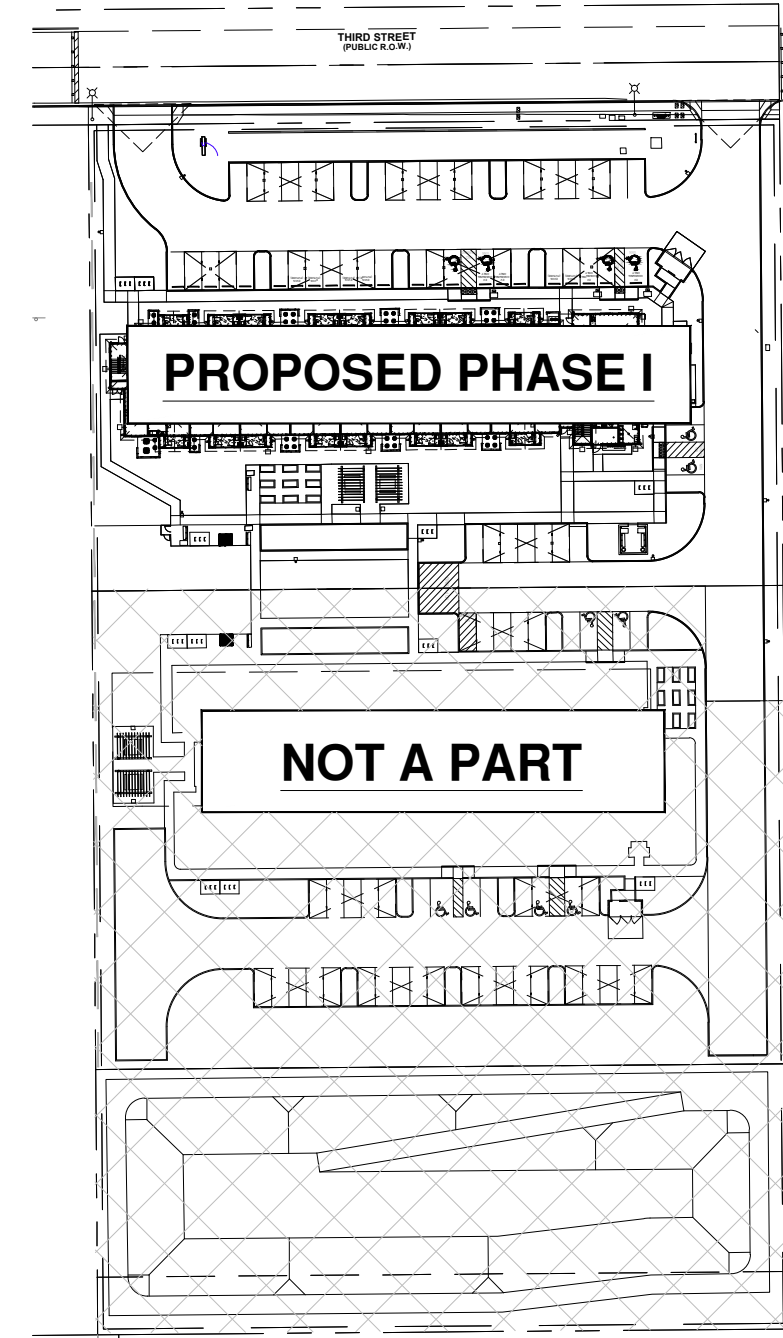
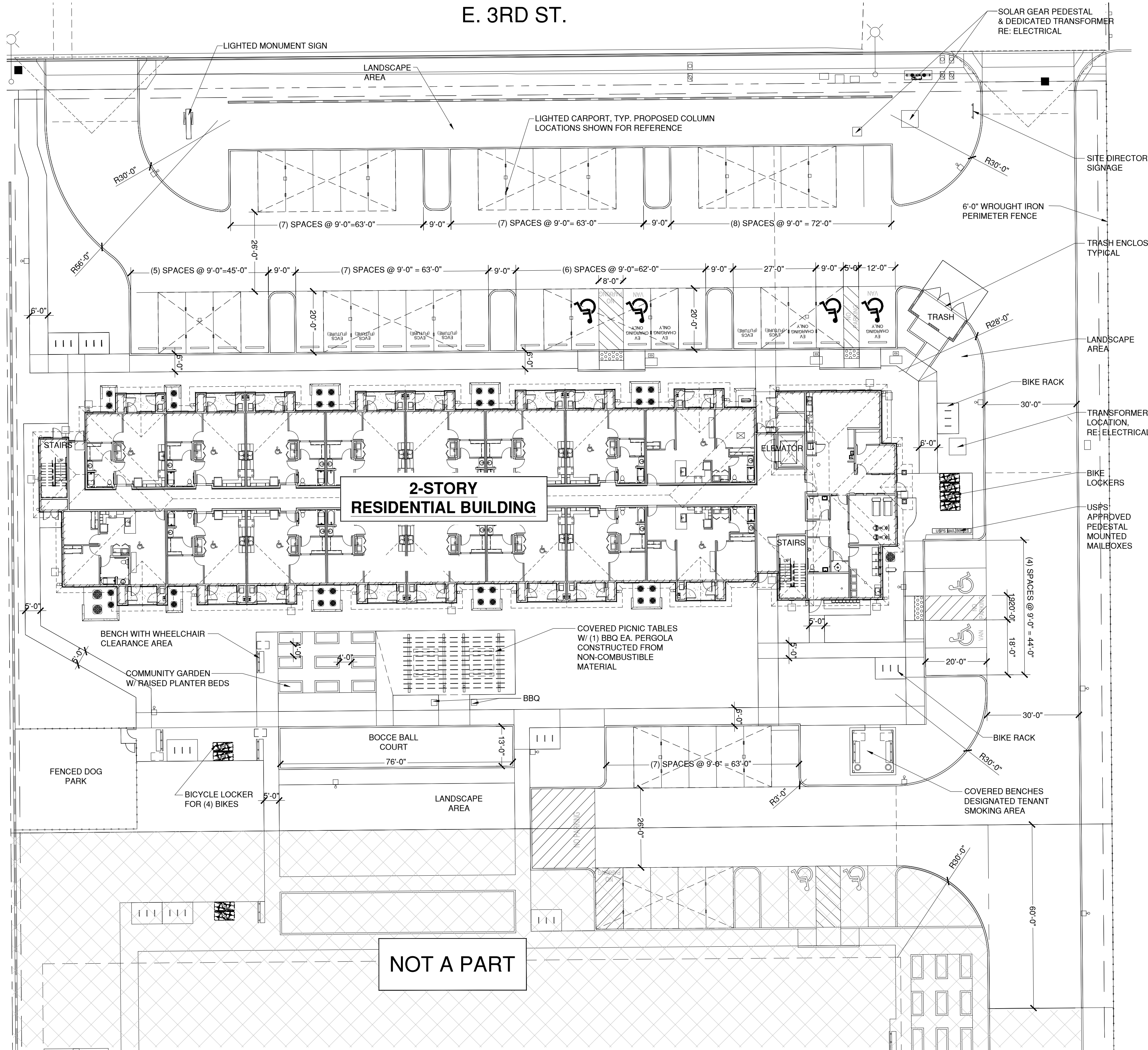
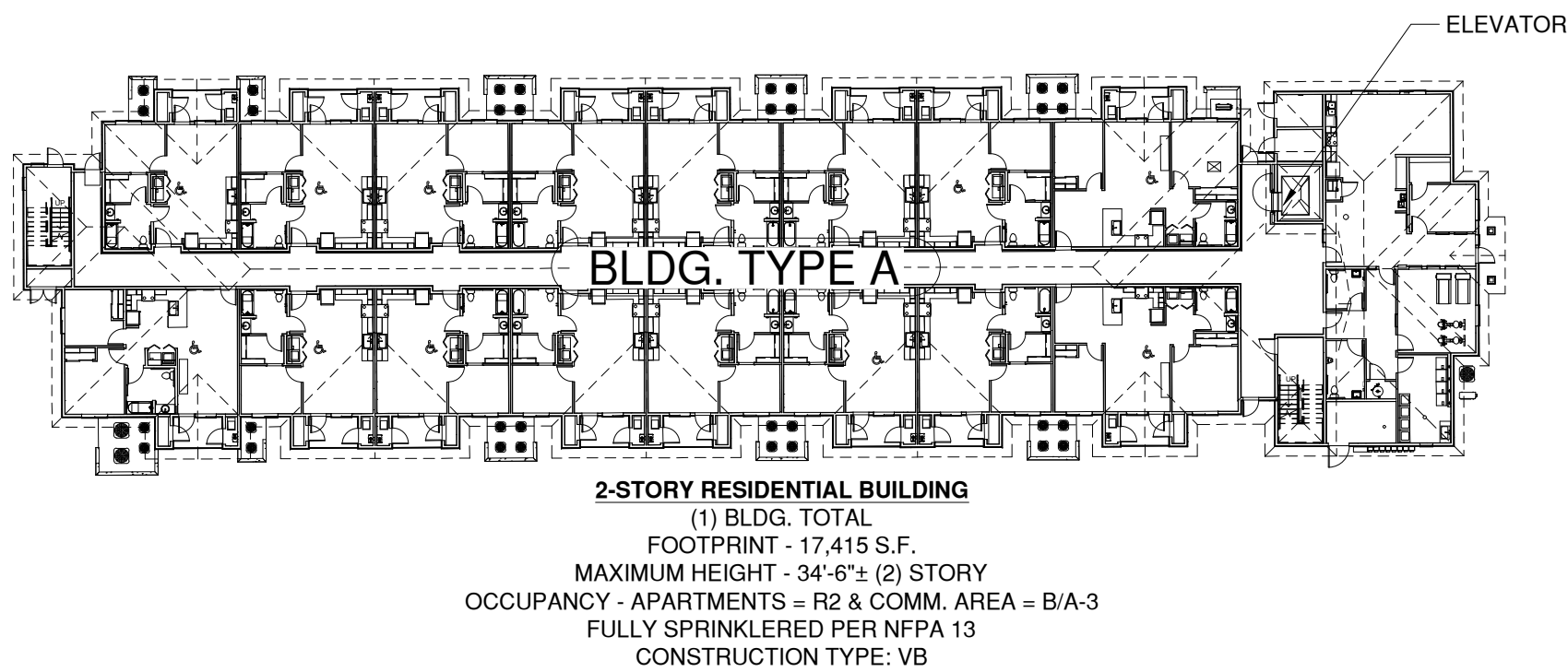


The Holt Group, Inc. ENGINEERING • PLANNING • SURVEYING		 NOT TO SCALE	SUNSET ROSE SENIOR APARTMENTS Holtville, CA 92250	EXHIBIT A Project No. 116.491 Date: January 2020
1601 N. Imperial Ave. El Centro, California 92243	(760)337-3883			

Attachment B – Site Plan

Fire Department Requirements for General Contractor

" Prior to commencement of construction activities, on site, the General Contractor shall provide to the Municipal Fire Marshall, or its equivalent, a comprehensive, detailed sitewide safety scope and annotated site plan, indicating at a minimum, the following: protection of adjacent occupied spaces, structures and assemblies of surrounding properties, including, but not limited to, paved parking areas, concrete sidewalks and similar assemblies where occupancy may occur, not included in the scope of work shown within the limits of the site plan submitted for these permits. This sitewide safety scope plan should identify all portions of construction under this permit, and shall delineate acceptable provisions for safe and adequate fire apparatus and pedestrian ingress / egress during any proposed demolition for the duration of construction, as noted, from the site out to the public way right-of-way, and show an acceptable location for a safe dispersal area or areas of refuge as designated. Furthermore, the General Contractor shall provide a detailed protected egress plan for the demolition period of the Work, as applicable, and show how all fire access and fire apparatus roadways are to be maintained during demolition and construction activities up to Substantial Completion or issuance of a Certificate of Occupancy. This plan shall also show project construction material staging and storage areas, along with refuse/rubbish bins and approved construction dumpster locations, per the 2019 CFC, Section 901.7, specifically Section 901.7.4, Chapters 11 and 33, and the 2013 NFPA Section 241, as approved and or amended by local authorities having jurisdiction."



APPLICANT

THE PACIFIC COMPANIES
430 E. STATE ST. STE. #100
EAGLE, ID 83616
(208) 461-0022

PLAN PREPARED BY:

DOUGLAS GIBSON - C29792
430 E. STATE ST. STE. #100
EAGLE, ID 83616
(208) 461-0022 EXT.302

ACCESSIBILITY

	# OF UNITS	PERCENTAGE
ADAPTABLE UNITS (ALL GROUND FLOOR UNITS REQ.)	12	37.50%
ACCESSIBLE UNITS (50% TOTAL)	16	50.00%
SENSORY IMPAIRED UNITS (10% TOTAL)	4	12.50%

UNIT MIX SUMMARY

CONDITIONED SQ. FOOTAGES

(26) 1-BEDROOM UNITS	(26) X 602 S.F. =	15,652 S.F.
(2) 2-BEDROOM UNITS	(2) X 796 S.F. =	1,592 S.F.
(4) 2-BEDROOM-A UNITS	(4) X 844 S.F. =	3,376 S.F.
(32) UNITS TOTAL	15,652 S.F. + 1,592 S.F. + 3,376 S.F. =	20,620 S.F.

COMMUNITY AREA	1,649 S.F.
TOTAL	22,269 S.F.

SITE AREA:

89,781.15 S.F.± (2.06 AC±)
32 UNITS /2.06 AC = 15.53 UNITS / PER ACRE

SITE COVERAGE

SQ. FT. PERCENTAGE

BUILDING FOOTPRINT	17,415 S.F.	19.40%
ON-SITE ASPHALT CONCRETE PAVING	31,799 S.F.	35.42%
SITE AMENITIES (PERGOLA, PATIOS, PLANTERS)	1,001 S.F.	1.11%
CONCRETE WALKS & PADS	8,998 S.F.	10.02%
DOG ENCLOSURE AREA	1,302 S.F.	1.45%
COMMON OPEN SPACE	29,266 S.F.	32.60%
TOTAL AREA	89,781 S.F.	100%

NOTE: ALL NUMBERS PROVIDED ARE ESTIMATED FOR SITE COVERAGE

PARKING SUMMARY

REQUIREMENTS PER HOLTVILLE MUNICIPAL CODE 17.52.050 & 2019 CBC Table 11-208

ONE-BEDROOM UNIT CALCULATIONS:
RESIDENTIAL SPACES REQUIRED 26 X 1.50 = 39 SPACES

TWO-BEDROOM UNIT CALCULATIONS:
RESIDENT SPACES REQUIRED 6 X 1.75 = 11 SPACES

REQUIRED PARKING FOR RESIDENTIAL (PER 17.52.050) = 50 SPACES

NONRESIDENTIAL GUEST PARKING (PER CBC 11B-208.2.3.3):
REQUIRED PARKING FOR GUESTS, EMPLOYEES = 3 SPACES

53 TOTAL STALLS REQUIRED

TOTAL STALLS PROVIDED (RESIDENTIAL & NONRESIDENTIAL):

- 18 UNCOVERED PARKING SPACES (9'-0" X 20'-0")
- 32 COVERED PARKING SPACES (9'-0" X 20'-0")
- 2 ACCESSIBLE COVERED PARKING SPACES (9'-0" X 20'-0")
- 1 ACCESSIBLE COVERED VAN STALL (12'-0" X 20'-0")
- 3 ACCESSIBLE UNCOVERED PARKING SPACES (9'-0" X 20'-0")

56 TOTAL STALLS PROVIDED

ELECTRIC VEHICLE CHARGING SPACES

RESIDENTIAL PARKING (10% FUTURE EVCS) REQUIRED PER 2019 CGBSC 4.106.4.2
54 PARKING SPACES PROVIDED = (6) FUTURE EVCS STALLS

COMMERCIAL PARKING REQUIRED PER TABLE 4.106.4.2 (2019 CGBSC):
51 TO 75 STALLS = (4) EVCS STALLS REQUIRED

REQUIRED EVCS: 10 STALLS (4 REQUIRED + 6 FUTURE DESIGNATED STALLS)

ACCESSIBLE SPACE OF EVSC
REQUIRED FOR PUBLIC AND COMMON USE PER 2019 CBC 228 & TABLE 228.3.2.1
(1) VAN ACCESSIBLE EVCS REQUIRED + (1) ACCESSIBLE EVCS REQUIRED

PROVIDED (1) VAN ACCESSIBLE EVCS STALL + (1) ACCESSIBLE EVCS
+ (2) STANDARD EVCS = **4 EVCS STALLS PROVIDED**

CLEAR AIR VEHICLE PARKING SPACES

REQUIRED PER TABLE 5.106.5.2, (2019 CGBSC):
51 TO 75 STALLS = (9) STALLS REQUIRED
PROVIDED (9) STALLS *

* **NOTE:** FUTURE CHARGING SPACES QUALIFY AS DESIGNATED PARKING PER CGBSC SECTION 5.106.5.2 DESIGNATED PARKING FOR CLEAR AIR VEHICLES.

BICYCLE PARKING CALCULATIONS:

SHORT TERM BICYCLE STORAGE (2019 CGBSC 5.106.4):
REQUIRED: 5% OF PARKING STALLS = 3
PROVIDED: 18

LONG TERM BICYCLE STORAGE:

REQUIRED: 5% OF PARKING STALLS = 3 SPACES
PROVIDED: SECURE LONG TERM BICYCLE PARKING FOR (12) BICYCLES BY CYCLE
SAFE PER 2019 CAGBSC, SECTION 5.106.4.1.2.

PARKING STALL ASSIGNMENT FOR RESIDENTS AND LONG-TERM BICYCLE STORAGE
AREAS SHALL BE BY PROPERTY MANAGEMENT.

SITE SIGNS

ALL SIGNS BY SEPARATE PERMIT

REVISIONS

4	ORC90 Current Sets	02/27/23
5	Solar/Misc Revisions	03/07/23

COPYRIGHT DATE

05/09/23

DRAWN BY

NRC

PROJECT #

AMG19-36



Pacific West Architecture

430 E. STATE STREET, SUITE 100
EAGLE, IDAHO 83616
TEL (208) 461-0022
FAX (208) 461-0027

ALASKA - ARIZONA - CALIFORNIA - COLORADO - HAWAII - IDAHO - IOWA - KANSAS - KENTUCKY - LOUISIANA - MONTANA - NEVADA - NEW MEXICO - NORTH DAKOTA - OREGON - SOUTH DAKOTA - U.S.V.I. - UTAH - WASHINGTON - WYOMING

PROJECT

SUNSET ROSE
SENIOR APARTMENTS

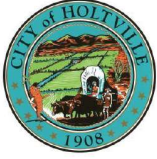
HOLTVILLE, CA

A1.1

ISSUED FOR CONSTRUCTION 05/09/23

Attachment C – Public Hearing Notice

PUBLIC NOTICE



Notice of Public Hearing City of Holtville

Notice is hereby given that a public hearing will be held by the City of Holtville Planning Commission at the date, time, and place indicated below. The purpose of the public hearing will be to hear comments from the public regarding the following subject:

Project: Sunset Rose Senior Apartments	Location: 704 East 3rd Street (APN 045-330-033)
--	---

On January 6, 2020, the Holtville Planning Commission approved a Conditional Use Permit ("CUP") for the Sunset Rose Senior Apartments project located at 704 East 3rd Street via Resolution 20-01. The proposed project is the construction of a 64-unit senior apartment complex to provide affordable housing for low-income households. The applicant, AMG & Associates, was required to fulfill all items listed in CUP 20-01 as necessary within eighteen (18) months of issuance. CUP 20-01 was granted an extension via Conditional Use Permit 22-01 to an additional 12 months and the applicant is requesting another extension.

The proposed project is exempt from CEQA review per section 15332, Infill Development Projects.

Planning Commission Hearing Date: May 20, 2024
Hearing Time: 5:30 PM
Hearing Location: Holtville City Hall
121 West 5th Street

Copies of the application and other pertinent information are available for review at City Hall during regular business hours. If you would like to know more about the proposed project prior to the public hearing, please contact Melany Amarillas, Assistant Planner at the Holt Group, at (760) 337-3883 or mamarillas@theholtgroup.net.

Any person desiring to comment on the above project may do so in writing or may appear in person at the public hearing. Written comments should be directed to the Holtville City Clerk, 121 West 5th Street, Holtville, CA 92250 and be delivered prior to the Public Hearing date. Please reference the project name in all written correspondence.

Attachment D – Resolution PC 24-05

RESOLUTION NO. PC 24-05

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HOLTVILLE
APPROVING A CONDITIONAL USE PERMIT EXTENSION FOR SUNSET ROSE
SENIOR APARTMENTS AT 704 EAST 3RD STREET (APN 045-330-033)**

WHEREAS, AMG & Associates submitted a Conditional Use Permit application for the proposed construction of a 44,136 S.F. 64-unit apartment complex located at 704 East 3rd Street (APN 045-330-033) to be built in two phases; and

WHEREAS, the subject property is located within the R-4 Mobile Home Park zone and requires a Conditional Use Permit; and

WHEREAS, a Conditional Use Permit was previously approved by the Planning Commission on January 6, 2020 and a first extension of the Conditional Use Permit was granted on November 21, 2022; and

WHEREAS, a second 12-month extension of the Conditional Use Permit is required and requested by AMG & Associates; and

WHEREAS, a duly notified Public Hearing was held by the Holtville Planning Commission and upon hearing and considering all public comments for the proposed project, the Planning Commission considered all facts related to the proposed Conditional Use Permit 24-05; and

WHEREAS, conditions of approval have been drafted to protect the public health, safety, and general welfare, (incorporated as **Exhibit A**), so that the project does not result in effects to properties or improvements in the vicinity; and

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Holtville as follows:

- A) That the foregoing recitations are true and correct; and
- B) The project has been reviewed in accordance with the requirements set forth by the City of Holtville for implementation of the California Environmental Quality Act.
- C) The Planning Commission hereby approves Conditional Use Permit 24-05 for the proposed construction of a 44,136 S.F. 64-unit apartment complex located at 704 East 3rd Street (APN 045-330-033) to be built in two phases

PASSED, ADOPTED AND APPROVED by the Planning Commission of the City of Holtville at a regularly scheduled meeting held on this 20th day of May 2024, by the following roll call vote:

Ross Daniels,
Planning Commission Chairperson

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Yvette Rios, City Clerk

Exhibit A – Conditions of Approval

**RESOLUTION PC 24-05
MAY 20, 2024**

EXHIBIT A

CONDITIONS OF APPROVAL

**SUNSET ROSE APARTMENTS
704 EAST 3RD STREET (045-330-033)**

LAND USE AND PLANNING

1. The project is approved as shown on the Schematic Site Plan dated March 15, 2022, except as modified by the following conditions. Minor changes to the plans may be allowed subject to the approval of the City Planner if found to be in substantial conformance to these Conditions of Approval and the City of Holtville Municipal Code.

REQUIRED PERMITS AND AUTHORIZATIONS

2. **Building Permit** – The applicant shall secure a building permit with the City of Holtville and pay all applicable Development Impact Fees. A building permit shall be obtained for all building construction and on-site improvements including permanent and temporary signs. Inspections for compliance shall be obtained prior to issuance of a Certificate of Occupancy and opening the business operation.
3. **Air Pollution Control District Permit** – Any person or organization proposing to construct, modify, or operate a facility or equipment that may emit pollutants from stationary sources into the atmosphere.

OFFSITE IMPROVEMENTS

4. **Streets, Curb and Gutter, and Sidewalk**
 - a. The applicant shall improve the north side of Third Street along the frontage of the project site. Improvements shall be consistent with the pavement width shown in S101 of the City of Holtville City Standard Details, except that a 2-inch x 6-inch board shall be placed along the north pavement edge of the street section.
 - b. The existing curb and gutter along the south side of Third Street along the project frontage shall be replaced as necessary where existing improvements are deteriorated. The existing depressed curbs shall be replaced as necessary.
 - c. A sidewalk shall be installed on Third Street along the northern frontage of the project site in accordance with City standards.

- d. The Developer shall install an End-of-Road barricade at the terminus of Third Street.
 - e. Two street lights shall be installed on Third Street along the frontage of the project site. Street lights shall be installed in accordance with City of Holtville standards.
5. **Domestic Water** – The Developer’s engineer shall prepare a hydraulic study during the project design and complete required improvements to the Holtville Water Distribution System to provide the required fire flow demand to the project site.
6. **Sanitary Sewer** –
- a. Prior to the issuance of a building permit, the Developer shall submit a sewer plan consistent with the approved site plan and conditions of approval. The sewer plan shall be based on an approved Sanitary Sewer Study. If the existing sewer line within the vicinity of the project site is deemed insufficient, the Developer is responsible for the construction of the larger diameter pipeline.
 - b. All sewer lines must maintain the minimum slope requirements and must be buried a minimum of three feet underground in accordance with City of Holtville standards and specifications.
7. **Stormwater** –
- a. The development will be required to store the volume from a 25 Year, 24 Hour Storm (2.54 inches over the 24-Hour Period) on-site per City of Holtville Standard Details and Specifications requirements. The retention basin shown on the plans may need to be resized to accommodate the required stormwater volume.
 - b. The developer shall improve the failed portions of the existing storm water system along Third Street and Walnut Avenue which may include, but not limited to, the 105-foot section of existing galvanized pipe on Walnut Avenue connecting the stormwater basins; and stormwater manholes.
 - c. A stormwater pump station shall be installed at the retention basin to transport stormwater from the retention basin to the City’s existing stormwater system.

ACCESS/ROADWAYS/CIRCULATION

8. **Traffic Control Plan** – All driveway and City roadway improvements shall require a traffic control plan and be consistent with Holtville’s Standards Details and Specification. An encroachment permit shall be obtained prior to commencement of work and issuance of a building permit.

PARKING/PARKING LOTS/ON SITE LIGHTING

9. **Residential Use Parking Required** – The residential development requires 1.5 standard parking spaces per unit and at least five (5) of the parking spaces must be ADA accessible parking spaces. All ADA requirements shall meet Caltrans Standard Plan A88A, A90A and the California Building Code. The minimum slopes acceptable shall be designed per Caltrans Standards (i.e. cross slopes, 1.5 percent, 7.5 percent on ramps, and 4.5 percent on path of travel). The required parking spaces are determined in accordance to City Ordinance Standards as follows:

Residential Units = 32 units, Requiring 1.5 space/unit = 48 spaces.

10. **Parking Lot** – The parking facilities shall be paved with a durable dust-free surface pursuant to section 17.52.100 of the Zoning Ordinance.

11. **Parking Lot Lighting** – The parking lot lighting (pole lighting) shall be shielded and directed so as to minimize significant off-site glare or adverse light intrusion into neighboring properties. The building and public walkways must be well lit. Illuminators shall be integrated with the architecture of the building and shall conform to adopted City standards of the Downtown Code for a historic style and shall be depicted in the lighting plan and be consistent in style to the wall lighting.

12. **Parking Lot Screening** – Per Section 17.52.120 of the Zoning Code, each parking facility containing four or more spaces abutting a City Street shall be separated from such street by a decorative wall, view obscuring fence, permanently maintained, compact hedge, berm or combination thereof not less than 30-inches and not more than 42-inches. Expect that the following area shall be left clear of planting and improvements from a point of thirty inches above the ground: at the intersection of each driveway with a street, a triangular area where corners are defined by two point on the right of way line, fifteen feet on each side of the centerline of the driveway or alley and a point on said centerline ten feet outside of the right of way (Section 17.10.090).

ON-SITE BUILDING(S) AND STRUCTURES

13. **Finished Floor Elevation** – In accordance with the Third Street Hydrology Report, the finished floor elevation of all structures shall be constructed 2 feet above the top of curb (top of curb and gutter of adjoining streets).

14. **Equipment Screening** – All mechanical equipment such as HVAC equipment shall be screened for visual and noise attenuation.

15. **Trash Enclosure** – All trash and garbage bins shall be stored in an approved enclosure. Refuse containers and service facilities shall be screened from view by solid masonry walls with wood or metal doors. Chain Link fencing with slating is generally discouraged and prohibited if viewed from a public roadway.

16. **Signage** – A maximum of one sign is permitted for the entire project site. The sign shall not exceed 15 square feet or six feet in height (17.56.260). All sign designs shall be constructed in conformance with Section 17.56 of the Holtville Municipal Code. The proposed sign shall be submitted to the City of Holtville to be reviewed for consistency applicable codes.

17. **ADA Compliance** – Entrances to buildings, main facility, and/or any other entrance, and restroom facilities shall comply with current ADA requirements.

18. **Colors and Materials** – The proposed colors of “tangerine”, “Moroccan brown”, “dill”, “teasing peach”, and “antique parchment” or equal are acceptable. The stucco finish and roof are acceptable.

UTILITY & SERVICE SYSTEMS

19. **Utility Service** – The applicant shall obtain, pay for and comply with all utility service requirements from the Imperial Irrigation District for power.

GENERAL REQUIREMENTS AND PROVISIONS AND TIME LIMITS

20. **Completion of Conditions** – All Conditions of Approval shall be completed prior to occupation of the thirty-two (32) unit multi-family housing apartment complex.

21. **Compliance** – Applicant must comply with all State and Federal laws, regulations, rules, ordinances, and standards as they pertain to this project, whether specified herein or not. These conditions of approval shall not constitute the waiver of any requirement of the City’s Ordinances or regulations, except where a condition set forth herein specifically provides for an exemption or variance.

22. **Impact Fees** – Applicant must pay all applicable City of Holtville Connection Fees, Development Impact Fees and School Impact Fees prior to issuance of a building permit.

23. All conditions of approval for this project shall be reprinted and included as a plan sheet(s) with the building permit plan check sets submitted for review and approval. These conditions of approval shall be all grading, landscaping, and construction plans kept on the project site. It is the responsibility of the Developer to ensure that the project contractor is aware of, and abides by, all conditions of approval. It is the responsibility of the Developer to ensure that the project landscape contractor is aware of, and adheres to, the approved landscape and irrigation plans. Prior approval from the Planning Department must be received before any changes are constituted in site design, grading, building design, building colors or materials, landscape material, etc.

24. The provisions of the permit are to run with the land/project and shall bind the current and future owner(s) successor(s) in interest, assignee(s) and/or transferor(s) of said project.

25. If the City finds and determines that the Permittee or successor-in-interest has not complied or cannot comply with the terms and conditions of the CUP, or the Planning/Building Department determines that the permitted activities constitute a nuisance, the City shall provide Permittee with notice and opportunity to comply with the enforcement or abatement order. If after receipt of the order (1) Permittee fails to comply, and/or (2) Permittee cannot comply with the conditions set forth in the CUP, then the matter shall be referred to the Planning Commission for permit modification, suspension, or termination, or to the appropriate enforcement authority.


26. As between the City and the Permittee, any violation of this permit may be a "nuisance per se". The City may enforce the terms and conditions of this permit in accordance with its Codified Ordinances and/or State law. The provisions of this paragraph shall not apply to any claim of nuisance per se brought by a third party.

27. Permittee shall not be permitted to maintain a "nuisance", which is anything which: (1) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, and/or (2) affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and/or (3) occurs during or as a result of the project.

City of Holtville

REPORT TO PLANNING COMMISSION

DATE ISSUED: May 10, 2024
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>05/20/24</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

ADMINISTRATION

Financial Audit – Multiple challenges with the new accounting software have delayed work on the City’s annual financial audit. This will impact the submission of the Single Audit of Federal funds, due March 31, however the Finance Department continues to work to rectify the issue. Trial balances were finally submitted last week with some immediate questions which will be addressed. *Auditors were onsite recently and completed preliminary work.*

Capital Improvements Project Listing – a meeting was held in November with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future.

Events – *the CM joined Mayor Anderson and Councilman Goodsell at Annual Regional Conference & General Assembly on May 2-3 at the JW Marriott Desert Springs Resort & Spa in Palm Desert. A few points were gleaned from sessions and many productive side discussions were had on breaks!*

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April, 2023, to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May and iterative documents were discussed and revised. Pursuant to discussions between Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site. Chief Silva continues work with Mr. Medina on design elements. Council had discussion regarding the external motif of the building, which moved on to the subcommittee for the project. Feedback was provided to the architect and he was very open to incorporating ideas presented. A meeting was recently held to present updated design palettes to the subcommittee last week. Mr. Medina has some exciting ideas and is welcoming input as the project progresses. Mr. Medina is now moving forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which will be brought to Council in May. *The CM and Chief Silva checked in with the architect this week via Zoom and the project continues to develop.*

Multiple conversations regarding augmented funding have taken place with staff, Mayor Anderson, and various entities. Some very positive leads have developed that will continue to be pursued. *The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz’s office last week. We hope for a positive response in the next several weeks!*

PUBLIC WORKS

TRANSPORTATION PROJECTS

East Ninth Street Sidewalk Improvements – The City was awarded CMAQ money to complete this project through Caltrans and ICTC. Holt Group completed design on the project in late 2023. Staff worked with LAFCo, the County and a private landowner to finalize jurisdiction and easements in the project area. SB1 funding was allocated to this and the West Ninth project in July, 2023. Advertising to procure contractors was run in January and Nicklaus Engineering (NEI) was selected as the RE/CM for the project. A project kickoff meeting was held in early March with NEI, THG and staff to discuss issues and responsibilities. The construction bid opening was held on Tuesday, February 13, 2024, with a low bid actually coming in *below* the projected project cost. A request was made to Caltrans to reallocate some of the funding to cover some non-construction costs. Contract documents have been completed by the contractor and counter signed by the City. A previously agreed upon administrative course of action to annex a small strip of the project from the County into the City is now requiring a more formal process. The CM met with the County CEO and Public Works Director to finalize all of the required paperwork, which will now need to go through a formal process with LAFCO. This has put the project on hold for a few weeks.

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements, however that funding will not be available until at least October, 2023, so this is not an issue from our standpoint. A conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin construction of his adjacent housing project. LC Engineering was awarded the contract for design in February.

A construction challenge for IID existed for this project, as it would make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. Staff worked with IID on companion communication to those residents to encourage them to switch. At one point, IID had identified that only two properties remained that needed conversion, but staff met with them in July, 2023, and they agreed to convert to City service! City staff has worked with IID staff to double check total compliance (2 more residences were discovered that need to be contacted) and is working with a local contractor to estimate the cost of installation. Staff renewed attempts to contact the remaining residents. One of the 2 has now expressed an interest in starting City water service. In March, the final remaining holdout submitted paperwork to connect to City water service, so staff is working with IID to get the project reinitialized. Separately, staff met with a contractor to establish physical connections. ***The CM is working with IID to schedule the work prior to the undergrounding operation.***

A new wrinkle developed wherein the dedicated Congressional funding is not immediately accessible to IID. Although that is expected to be resolved fairly soon, the uncertainty begat the need to push the City's project funding into next fiscal year to avoid non-performance. David Aguirre with ICTC worked with SCAG and Caltrans to accomplish that and, although there are still some final steps, it has been tentatively approved at the base level.

Pine Avenue Sidewalks – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October, 2023.

PARKS

Holtville Wetlands Project – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced approved plans in 2021.

A construction RFP was released in early 2022 netted only one bid, which was significantly over (+/- \$1.4 million) the construction budget. The BoR representative, Jeremy Brooks, was extremely helpful in moving the project along. In September, 2022, he was able to secure funding to bridge the gap to pay for construction. That funding was officially awarded in early February, 2023. Action to officially award the construction contract was taken in March and a pre-con meeting was held in early May, with the contractor onsite performing various activities simultaneously.

The site has now been fully constructed with regard to major earth work, piping and the inlet headworks, however there remains a holdup with a permit from the Army Corps of Engineers (USACE). We await approval to tap into the River and begin the process of populating the beds with plant species.

When awaiting the ACE permit drug on, the project grant end date was looming on January 30. BoR was aware of the issue, but staff officially requested an extension in January, which was granted. The new completion deadline has been pushed to September, 2024. THG completed work on an additional set of documents requested by USACE and met with their representative in March. Although the application was not immediately accepted, he gave some positive feedback that things are on the right track and suggested a short list of fixes. *Adrian from THG resubmitted the amended application in early April, but was unable to connect with USACE until late-April. Although the application was deemed complete, the compliance officer has now insisted on an onsite inspection, which he cannot perform until mid-June. Staff is in communication with BoR on this development.*

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021. The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts. Multiple ideas to control costs and stretch the project dollars were decided upon. Staff has continued to meet with the design team. Mayor Ward and the CM have proceeded with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

At this point, most of the structural work has been completed, with additional work needed on ancillary elements such as landscaping and the proposed picnic area. A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion. Preliminary plans were recently submitted for review. Other than requesting a reprioritization of the elements to be completed vis a vis available funding, the project is once again progressing and starting to take definitive shape.

At the SCAG event in May, 2022, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation funding options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. ***A new round of Active Transportation funding is now available, so staff is working on an application for funding this project.***

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would include our Wetlands trail spur, was unsuccessful in 2022, but a reapplication recently received approval. RP met with the City Manager and toured the site this week to kick off the project. They are in discussion with Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff met briefly with the CM a few weeks ago while in town to do a physical “scouting” trip to decide a best path for the trail extension. We expect to meet with them and the design engineer soon to discuss.

BUILDING DEPT - The City issued **50** building permits in 2024. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City’s project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January.

AMG Sunset Rose Senior Apartments (± 33) – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer has now made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project continues to sit in limbo.

AMG Pine Crossing Apartments – Staff has been notified by AMG, that the mirror image project across from Fern Crossing will be starting up, with plan submittal expected soon. The Building Inspector coordinated a meeting with a firm to perform the plan check, of whom the City Engineer approved. ***The Building Inspector has been finalizing the agreement with the firm and expects submittal to them next week.***

Peri & Sons Ag Labor Housing (66) – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. A Public Hearing was held at the last City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

WATER ENTERPRISE

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion at some point in the future.

MEETINGS & EVENTS RECENTLY ATTENDED :

- 04/22/24 Department Head Meeting City Hall
- 04/22/24 Holtville City Council Meeting Civic Center
- 04/26/24 Holtville Rotary Club Meeting St. Paul's Lutheran Church
- 04/29/24 Department Head Meeting City Hall
- 04/30/24 Wetlands Project Status Meeting Phone Conference
- 05/01 - 5/03/24 SCAG General Assembly & Annual Conference Palm Desert, CA
- 05/02/24 Ninth Street East Status Meeting with ICTC SCAG Conf (Indian Wells)
- 05/06/24 Department Head Meeting City Hall
- 05/07/24 Meeting w/ City Engineer re: Various Projects THG Offices (EC)
- 05/08/24 ICTC Management/CCMA Meetings ICTC Offices (EC)
- 05/08/24 Legal Conference re: Various Issues Offices of Walker & Driskill
- 05/09/24 Meeting w/ City Planner re: Various Projects THG Offices (EC)
- 05/09/24 Employee Luncheon City Hall
- 05/09/24 Public Safety Building Status Meeting w/ Architect Web Conference
- 05/10/24 Holtville Rotary Club Meeting City Hall

UPCOMING EVENTS :

- 05/13/24 Department Head Meeting City Hall
- 05/13/24 Holtville City Council Meeting City Hall
- 05/15/24 IV Foreign Trade Zone Meeting IC Workforce Development (EC)
- 05/16/24 Holtville Farmers Market & Street Fair Holt Park
- 05/20/24 Department Head Meeting City Hall
- 05/20/24 Holtville Planning Commission Meeting City Hall
- 05/22/24 Imperial Avenue South Dedication Ceremony Project Site (El Centro)
- 05/22/24 MTC Community Relations Meeting Farm Credit (Imperial)
- 05/23/24 League of Cities Division Dinner Casa Blanca (Holtville)
- 05/27/24 Holtville City Council Meeting Civic Center
- 05/27/24 Memorial Day Observed (City Hall Closed)
- 05/27/24 Memorial Day Ceremony Holt Park
- 05/30/24 IVRMA TAC Meeting ICTC Offices (EC)
- 06/07/24 Ice Cream Social (Tentative) Holt Park
- 06/12/24 ICTC Management/CCMA Meetings City of Imperial
- 06/15/24 Wetlands Project USACE Inspection Project Site
- 07/11/24 Imperial-Mexicali Bi-National Alliance Meeting Imperial County
- 10/16 - 10/18/24 SCAG General Assembly & Annual Conference Long Beach, CA

If you have any questions about any of the items presented, please feel free to contact me directly.

Respectfully submitted,



Nicholas D. Wells
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