



CITY OF LAGUNA HILLS

February 21, 2025

John Stack
Vice President, Development Manager
Kingsbarn Capital and Development LLC
2500 Sand Hill Road, Suite 320
Menlo Park, CA 94025
Email: jstack@kingsbarn.com

**SUBJECT: TERRAVITA RESIDENTIAL DEVELOPMENT COMPLETENESS REVIEW
SITE DEVELOPMENT PERMIT/VESTING TENTATIVE TRACT MAP/CONDITIONAL USE PERMIT
NO. USE-0209-2025**

Dear Mr. Stack,

On January 23, 2025, the Community Development Department received an application for the proposed Terravita residential development located at the northeast corner of Mill Creek Drive and Ridge Route Drive. The project includes 254 attached single-family units and 210 multi-family units. The single-family units include duets (46 units), duplexes (108 units), and triplexes (108 units), which are all three stories in height. The multi-family building is five stories in height with 210 apartment units wrapped around a parking structure. Twenty-four of the total units will be restricted for very low-income households. Density Bonus Law incentives and waivers are being requested. Requested entitlements include a Site Development Permit and Vesting Tentative Tract Map (VTTM). Pursuant to the City's development application review process, staff conducted a review of the application materials to determine the completeness and accuracy of the application submittal.

Based on our review, in accordance with Section 9-92.050 (Requirements for Complete Applications) of the Laguna Hills Development Code (Title 9 [Zoning and Subdivisions] of the Laguna Hills Municipal Code) and Sections 65941.1(e) and 65943(a) of the California Government Code, the City has determined that the development application is **incomplete**. The following items are required to deem your application complete and allow City staff to conduct a thorough and timely review of your project and consider it for processing. Submittal of additional and/or new plans, reports, information and project details may generate new staff questions, comments, and the need for additional information and submittals.

This letter is organized into three sections:

- **Section I: Complex Application Plan Set and Exhibits**
This section identifies plans and exhibits listed on the City's Planning Application Submittal Checklist that were not submitted or adequately completed, and are required to be submitted and/or adequately completed before the application can be determined to be complete.

- Section II: Reports and Studies

This section identifies reports and studies listed on the City's Planning Application Submittal Checklist that were not submitted or adequately completed, and are required to be submitted and/or adequately completed before the application can be determined to be complete.

- Section III: CEQA Request for Information

This section identifies items needed in order to complete the CEQA analysis for the proposed Project before the application can be determined to be complete.

SECTION I: COMPLEX APPLICATION PLAN SET AND EXHIBITS

The following items listed on the City's Planning Application Submittal Checklist were not submitted or adequately completed, and are required to be submitted and/or adequately completed before the application can be determined to be complete. The items required for a complete application, including a thorough description of the specific information needed to complete each item, are listed on the Application Submittal Checklist.

1. Letter of Justification (Checklist Item A5)

- Checklist Item A5 requires submittal of a Letter of Justification that (a) summarizes the proposal, (b) identifies all submitted materials along with the Planning Application Submittal Checklist, (c) includes a description of existing/proposed uses and sizes (sq. ft.) and quantities (dwelling units), (d) summarizes consistency with General Plan and zoning requirements, and (e) explains how the project satisfies the required findings. A Letter of Justification was submitted, as required; however, it does not contain all of the required information. Specifically, the letter is missing the following information required by the Checklist: (a) identifies all submitted materials along with the Planning Application Submittal Checklist, (b) a summary of the proposed project's consistency with the General Plan and Zoning requirements, and (c) an explanation of how the proposed project satisfies all required findings under Section 9-92.080.G in the Laguna Hills Municipal Code ("LHMC") for a Site Development Permit and LHMC Chapter 9-86, the County of Orange subdivision ordinance and manual (which the City has adopted by reference), and the State Subdivision Map Act for a VTTM. The VTTM findings are as follows:

Sec. 7-9-255. Findings required

A tentative parcel map or tentative tract map shall be approved or conditionally approved only if the Subdivision Committee makes the following findings:

- 1) that the proposed map is consistent with the Orange County General Plan;
- 2) that the design and improvement of the proposed subdivision is consistent with the Orange County General Plan;
- 3) that the site is physically suitable for the proposed type of development.
- 4) that the requirements of the California Environmental Quality Act have been satisfied;
- 5) that the site is physically suitable for the proposed density of development;

- 6) that the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat;
- 7) that the design of the subdivision and the type of improvements proposed are not likely to cause serious public health problems;
- 8) that the design of the subdivision and the type of improvements proposed will not conflict with easements of record or established by court judgment acquired by the public at large for access through or use of property within the proposed subdivision; or, if such easements exist, that alternate easements for access or for use will be provided and that these will be substantially equivalent to ones previously acquired by the public; and
- 9) that the design and improvement of the proposed subdivision are suitable for the uses proposed and the subdivision can be developed in compliance with the applicable zoning regulations pursuant to Section 7-9-254.

2. Plan Set Title Sheet (Checklist Item C2)

- Checklist Item C2 requires submittal of a Title Sheet that shall include a title block, vicinity map, project information table that identifies zoning/land use designations, compliance with development standards, etc., site and building data, parking analysis, landscaping information, and sheet index. A Title Sheet was submitted, as required; however, the sheet is missing information that demonstrates the project's compliance with the Zoning Code development standards, site and building data, and detailed landscaping data, including private and common open space.

3. Proposed Site Plan (Checklist Item C4)

- Checklist Item C4 requires submittal of a Site Plan that shows gross building area, building setbacks to property lines, utility lines/easements (on and off-site), and existing/proposed improvements (buildings, driveways, walkways, landscaping, open space, ADA paths, trash enclosures, parking area, fire lanes, preliminary Title 24, ground-mounted mechanical equipment/PV, water quality/hydromodification areas, etc.). Identify buildings, parking, landscaping, and ingress/egress within 100 feet of the project property. A Site Plan was submitted, as required; however, the plan is missing building setbacks to property lines, driveway and street widths, walkways, landscaping, open space, ADA paths, trash enclosures, preliminary Title 24, parking stall dimensions and striping, ground-mounted mechanical equipment/PV, water quality/hydromodification areas, etc.

4. Proposed Roof Plan (Checklist Item C5)

- Checklist Item C5 requires submittal of a Roof Plan which includes details of roofs for all buildings, including materials, slopes, rooftop equipment, and proposed screening, if any. The submitted plan set does not include this information. Upon resubmittal, please include the proposed Roof Plan, as required.

5. Computer Generated Building Mass Model (Checklist Item C9)

- Checklist Item C9 requires submittal of a 3D model of the proposed development, to evaluate the proposed project in context with existing development. The model can be incorporated into the plan set if multiple angles are included, or can be a separate file format

compatible with Microsoft 3D Viewer or video (.mpeg, .avi, etc.). No Computer-Generated Building Mass Model conforming to the requirements in Checklist Item C9 was submitted with the Application. Upon resubmittal, please include a Computer-Generated Building Mass Model, as required.

6. Hazardous Waste Statement (Checklist Item C20)

- Checklist Item C20 requires submittal of a signed Hazardous Waste Statement, pursuant to Section 65962.5 of the California Government Code, indicating whether the project and any alternatives are located on a site that is included on the lists prepared by the State Department of Health Services, State Water Resources Board, and the California Waste Management Board (Cortese List). A general statement, in an email format, was submitted relating to a Department of Toxic Substances Control (DTSC) list only. Upon resubmittal, please provide a signed statement with all of the required information, including whether the project is located on a site that is included on other agency lists such as the State Department of Health Services, State Water Resources Board, and the California Waste Management Board.

7. Waste Management Plan (Checklist Item C21)

- Checklist Item C21 requires submittal of a Waste Management Plan to describe how the project will comply with CalRecycle's requirements of AB 1826, SB 1383, and AB 341. Although a Trash Pickup Exhibit was submitted, no documentation to demonstrate compliance with CalRecycle's requirements was submitted, as noted above. Upon resubmittal, please include this information in the required Waste Management Plan.

8. OCFA – Development Plan/Site Review (Checklist Item C22 – Fire Master Plan)

- As part of the entitlement review process, the Project must be reviewed under Orange County Fire Authority's PR105 review process (please see attached OCFA form). Please submit a separate set of the following items, which will be routed to OCFA by the City:
 - PDF on USB drive
 - Fee Payment of \$572

9. Unusual Conditions Study/Plans (Checklist Item C23)

- Checklist Item C23 requires the application to Identify any areas of the project site subject to the following conditions (see Government Code 65941.1): very high fire hazard severity zone, wetlands, hazardous waste site, special flood hazard area, delineated earthquake fault zone, stream or other resource that may be subject to a streambed alteration agreement, or any historic or cultural resources known to exist on the property. The application submittal did not identify whether any of these unusual site conditions are present on the project site. Upon resubmittal, please identify all applicable unusual site conditions. If no unusual site conditions are present, please state so in a separate document.

SECTION II: REPORTS AND STUDIES

The following list of reports and studies on the City's Planning Application Submittal Checklist were not submitted or adequately completed, and are required to be submitted and/or adequately completed before the application can be determined to be complete.

10. Air Quality, Greenhouse Gas, & Health Risk Analysis (Checklist Item R1)
This analysis was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist.
11. Fiscal Impact Analysis (Checklist Item R3)
This analysis was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. The analysis must include any potential impacts that the proposed residential development has on municipal services.
12. Housing Report (Checklist Item R5)
This report was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. The report must provide information and analysis on the impacts of proposed development on the City's supply of affordable and market-rate rental housing and tenants.
13. Noise Impact Assessment (Checklist Item R6)
This assessment was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. The assessment must analyze the impact of noise generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development, and the impact of noise from the proposed development on itself.
14. Parking/Circulation Study (Checklist Item R7)
This study was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. The study must identify turning movements related to site ingress/egress, large vehicle access and maneuverability, parking stall dimensions, shared parking analysis (if needed), commercial loading/unloading, and trash pickup.
15. Public Outreach Strategy Report (Checklist Item R10)
This report was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. The public outreach strategy report must be reflective of the location, complexity, scale and nature of the proposal and may be prepared by the owner, the agent, the applicant, or a member of the consulting team.
16. Traffic Study (Checklist Item R12)
This study was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. A Vehicle Miles Traveled (VMT) screening memorandum must be submitted to determine the appropriate level of review needed for assessing CEQA related transportation/traffic impacts.
17. Tree Preservation/Arborist Study (Checklist Item R13)
This study was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. This study must provide information about individual trees and vegetation that are affected by the application. The report must identify tree care methodology and specific treatments to protect and preserve trees before, during, and after construction.

18. Sewer Study Assessment (Checklist Item R14)

This study was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. A Sewer Study must verify whether the existing sewer system can accommodate the proposed development, and if not, the study must identify needed improvements that would allow a development project to move forward.

19. Solar Panel Assessment (Checklist Item R15)

This assessment was not included in the submittal package and must be submitted to conform with the requirements described in the Application Checklist. A Solar Panel Assessment must analyze the optimal location, mounting options, energy usage, expected energy output, and system size and production of the proposed solar panel installations.

SECTION III. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REQUEST FOR INFORMATION

A memorandum dated February 14, 2025 was prepared by the City's environmental consultant, De Novo Planning Group. The purpose of the memorandum was to determine whether or not the proposed project qualifies for a statutory exemption pursuant to CEQA Guidelines Section 15183, *Projects Consistent with a Community Plan or Zoning*, as asserted by the applicant. De Novo determined that the project is consistent with the development density of 20-50 dwelling units per acre established by existing Mixed Use zoning and General Plan land use designation, thereby meeting the conditions identified in Section 15183 (d).

However, to determine compliance with Section 15183(b), De Novo concluded that the preparation of an initial study, based on substantial evidence, is needed to examine and determine whether there are project-specific significant impacts, including offsite or cumulative impacts, that were not examined in the General Plan Final PEIR certified by the City Council in 2009, and if previously identified significant impacts would become more severe due to the project based on new information that was not known at the time the EIR was certified.

In order for the City to analyze the proposed Project's environmental impacts pursuant to CEQA, the Applicant must submit an Initial Study, prepared by a qualified environmental consultant. In addition, certain information and data about the Project must also be submitted. This section sets forth the information and data the City has preliminarily determined will be needed from the Applicant in order for the City to complete an Initial Study, organized by categories corresponding to the Initial Study Checklist. The City reserves the right to request additional information, as needed. Without prejudice to the City's right to request additional information, the Applicant shall provide the following technical studies, some of which are also listed above, as part of its resubmittal of the Project Application.

- Air Quality
- Biological Resources Assessment
- Cultural and Paleontological Resources Assessment
- Energy
- Geotechnical Evaluation
- Greenhouse Gas Emissions
- Hazardous Materials Assessment (e.g., Phase I ESA, Phase II, if required)
- Hydrology/Preliminary WQMP
- Noise

- Transportation/VMT
- Sewer Study
- Public Services Assessment

Once the outstanding items are received and determined to be acceptable for processing, your application will be re-distributed to appropriate City departments and other reviewing agencies for review and comment.

If you have any questions or would like to schedule a meeting to review these comments, please feel free to contact me at (562) 514-5881 or dave@seesdev.com.

Sincerely,

David See
Contract Planner

Cc: Community Development Director
Senior Planner



OCFA Planning Submissions

CUP, MAP or CEQA/EIR/NOP Submittal Instructions

Important: Customers must submit all Planning plans to the City Planning Department (County for Unincorporated OC).

- City/County Planners serve as project coordinators, who ensure the same plan is reviewed by all stakeholders.
- OCFA must pick up Planning submissions directly from City/County Planning Departments.

OCFA's Role: OCFA identifies potential issues that can impact a project's viability in order to address them early on, prior to Planning Commission hearings, permitting and/or building.

OCFA Submittal Requirements

- ☐ **Plan file on USB**
- ☐ **Completed SR Form:** List City/County Planner as both the Applicant and Contact (Customer information goes in the Billing portion of the SR form)
- ☐ **Transmittal Letter:** List subject, project description, location, due date, customer and Planner contact information (can be a file on USB)
- ☐ **OCFA Fees** (Due at submittal): Customers must provide proof of online payment, or send a check payable to OCFA for OCFA fees only.
 - **Online:** ocfa.org Planning & Development page: <https://www.msbpay.com/ocfa/pd/>
 - **Checks:** Make check payable to OCFA



Plans Pickup: Planners will contact OCFA for pick up by emailing all OCFA Front Counter staff below:

Chris Chandler - Permit Tech II	ChristopherChandler@ocfa.org	(714) 573 - 6138
Kim Gomi - Permit Supervisor	KimberlyGomi@ocfa.org	(714) 573 - 6259
Keith Stratton - Permit Tech I	KeithStratton@ocfa.org	(714) 573 - 6137
Joyce Tolentino - Permit Tech I	JoyceTolentino@ocfa.org	(714) 573 - 6122

OCFA Planning Fee Codes

Fee Code	Description	Fee
PR100	CA Environmental Quality Act (CEQA), Environmental Impact Report (EIR), Notice of Preparation (NOP) & Advance Planning	\$442
PR104	Small Project CUP - Single Family Residence, Commercial Remodel, New Commercial Building without on-site access	\$418
PR105	Developmental Review/CUP/Preliminary Review	\$558
PR110	Map Review (A Map) - Tentative Tract Map /Parcel Map Review	\$558
PR115	Final Map Review (B Map) – and/or Clearance Letter	\$279