



PLANNING COMMISSION AGENDA REPORT

MEETING DATE: MARCH 9, 2026

ITEM NUMBER: PH-2

SUBJECT: DESIGN REVIEW PDES-25-0003, TENTATIVE PARCEL MAP PTPM-25-0003, AND DEVELOPMENT REVIEW PDVR-25-0005 FOR A COMMON INTEREST DEVELOPMENT CONSISTING OF TWO, TWO-STORY TOWNHOME CONDOMINIUMS LOCATED AT 121 CECIL PLACE

**FROM: ECONOMIC AND DEVELOPMENT SERVICES
DEPARTMENT/PLANNING DIVISION**

PRESENTATION BY: GABRIEL VILLALOBOS, ASSISTANT PLANNER

**FOR FURTHER INFORMATION CONTACT: GABRIEL VILLALOBOS
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RECOMMENDATION:

Staff recommends the Planning Commission:

1. Find the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15315 (Class 15), Minor Land Divisions, and Class 15303 (Class 3) New Construction or Conversion of Small Structures; and
2. Approve Design Review (PDES-25-0003), Tentative Parcel Map (PTPM-25-0003), and Development Review (PDVR-25-0005), based on the finding of fact and subject to conditions of approval.

APPLICANT OR AUTHORIZED AGENT:

The authorized agent is Josh Martinez, representing the property owner David Mirrafati of Cecil Ventures LLC.

PLANNING APPLICATION SUMMARY

Location:	121 Cecil Place	Application Number:	PDES-25-0003, PTPM-25-0003, and PDVR-25-0005
Request:	Approval of a residential common interest development to allow individual ownership for two, two-story townhome condominiums.		

SUBJECT PROPERTY:

SURROUNDING PROPERTY:

Zone:	R2-MD (Multiple-Family Residential, Medium Density)	North:	R2-HD (Multiple-Family Residential District, High Density) across Cecil Place
General Plan:	Medium Density Residential (MDR)	South:	R2-MD (Multiple-Family Residential, Medium Density)
Lot Dimensions:	61' x 140.06'	East:	R2-MD (Multiple-Family Residential, Medium Density)
Lot Area:	8,357 SF	West:	R2-MD (Multiple-Family Residential, Medium Density)
Existing Development:	A 1,530-square-foot single-family residence with a detached 648-square-foot two-car garage.		

DEVELOPMENT STANDARDS COMPARISON

Development Standard		Required	Existing/Proposed
Density		1 DU / 3,630 SF	2 DUs / 8,545 SF
Open Space		40% (3,418 SF)	47% (3,888 SF)
Building Height		2 Stories / 27 FT	2 Stories / 27 FT
Setbacks:			
Front		20 FT	22 FT
Side (left/right)		5 FT / 5 FT	5 FT / 5 FT
Rear		20 FT	20 FT
Parking:			
Garage		2 spaces per unit	4 total
Open		2 spaces per unit	4 total
CEQA Review	Exempt per CEQA Guidelines Section 15315 (Minor Land Divisions) and Section 15303 (New Construction or Conversion of Small Structures)		
Final Action	Planning Commission		

EXECUTIVE SUMMARY

The applicant is requesting approval of a residential common interest development project for two new two-story townhome condominiums. Staff supports the request as the project is consistent with the common interest development standards and would be compatible with the existing developments in the immediate area. Additionally, the existing land use is consistent with applicable goals, objectives, and policies of the General Plan, and complies with applicable provisions of the City of Costa Mesa Zoning Code and respective findings. Staff recommends that the Planning Commission find that the project is exempt from the California Environmental Quality Act (CEQA), and approve the application based on findings of fact and subject to conditions of approval.

SETTING

The subject property is located on the south side of Cecil Place, between Newport Boulevard and Elden Avenue (see Figure 1). The subject property is adjacent to R2-MD (Multiple-Family Residential, Medium Density) zoned properties to the north, east, west, and south. Existing residential uses in the area include detached single-family homes, attached condominiums, and multi-family units. Other land uses include a hotel across Cecil Place and a commercial development with multiple businesses to the southwest of the subject property.



BACKGROUND:

The subject property is currently developed with a 1,530-square-foot single family residence and a detached 648-square-foot two-car garage at the rear of the property. There are no records on file for building permits associated with the construction of the existing structures, but parcel data obtained from county records indicates that the home was constructed in 1927. City records indicate that two planning applications, C-222 and ZE-71-106, were issued to allow for the residence to be used for making clothes for dolls 1963 and home piano lessons in 1971. The property has been recently owner-occupied and was recently purchased in 2024.

REQUEST

The applicant is requesting a design review application to be processed in accordance with Costa Mesa Municipal Code (CMMC) Section 13-40, as well as a tentative parcel map pursuant to CMMC Section 13-28(r) and development review pursuant to CMMC Section 13-28(e)(1) for the proposed residential common interest development. The project will consist of two, two-story townhome condominiums sharing a common lot in the R2-MD zone.

STANDARD OF REVIEW

Pursuant to CMMC Section 13-40(a)(1), all new residential common interest development projects shall be processed according to the design review procedures contained in Chapter III of the CMMC. In addition, all residential common interest development projects require the approval of tentative or final tract or parcel maps as required by law. A tentative tract map or parcel map shall not be required until either a design review or residential common interest development conversion has been approved; however, the map may be processed concurrently. A development review is required pursuant to CMMC Section 13-28(e)(1) for two-story residential construction in the R2-MD zone on a lot where there are two or fewer units.

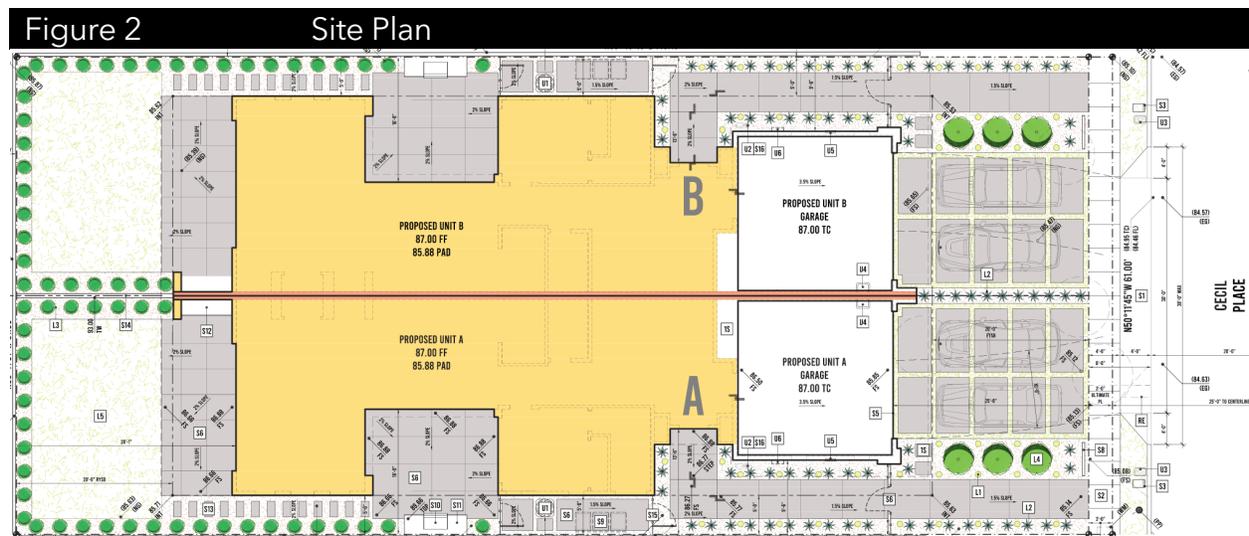
To approve a residential common interest development application under CMMC Section 13-29(g)(14)(a-c) and the tentative parcel map application under CMMC Section 13-29(g)(13)(a-f), the proposed project must meet specific criteria. The project must comply with the Zoning Code, the Subdivision Map Act, and meet the purpose and intent of the residential design guidelines. Additionally, the project must limit the visual prominence associated with the construction of two-story houses and must comply with the maximum density standards allowed pursuant to the General Plan.

Furthermore, all planning applications must adhere to broader "Review Criteria" outlined in the CMMC. These include ensuring neighborhood compatibility, safety and design consistency, compliance with performance standards, and alignment with the general

plan and/or applicable specific plans. Each application is project-specific and evaluated on its unique merits to ensure it aligns with the City's development standards.

DESCRIPTION

The applicant proposes to construct two new attached two-story townhome condominiums in the R2-MD zone. Each unit created will be comprised of approximately 3,382 square feet of floor area, with four bedrooms and an attached two-car garage. The first floor of each unit will be roughly 1,338 square feet, with second floor areas roughly 1,600 square feet and the attached garages at 444 square feet. Each unit will be maintained on their own individual parcel within a larger common interest parcel which will include driveway and open space areas as shown in Figure 2 below. A residential common interest development application allows each unit to be owned/sold independently. Ancillary spaces such as common areas and landscaping would be maintained by each respective unit owner and will be subject to CC&Rs which will include provisions for reciprocal access and maintenance responsibilities. Access to the site consists of two 17-foot wide side-by-side driveways to the proposed garages.



ANALYSIS

Residential Common Interest Development

Pursuant to the CMMC, Common Interest Developments are permitted in appropriate residential and planned development zones (including the R2-MD zone) and are subject to Section 13-41, "Residential Common Interest Development Standards and Requirements". CMMC Section 13-41(b) specifies that the location and orientation of all buildings shall be designed and arranged to preserve natural features, must avoid the long-row effect for units developed side-by-side, and that consideration must be given to light, air and privacy of adjacent properties. The subject property was previously

developed as a residential property, and as such no natural features will be disturbed as part of this proposed development as the project site is relatively flat and is not located near any water or bluff areas. The development also includes side-by-side residential units but will avoid a long-row effect as there are only two units attached. Consideration has also been given to the effect of the proposed development on the light, air, and privacy of adjacent properties as the project maintains an average setback distance from the side property lines of 10 feet along the side elevations, with certain wall segments of the proposed residences being setback as far as 17 feet, 6 inches. In addition, obscured glass has been required for second-story side elevation windows facing the neighboring properties to limit visibility into the adjacent properties.

CMMC Section 13-41(b) includes the development standards for a common interest development. This proposed development includes townhomes and as such, is exempt from certain standards such as individual dwelling unit minimum lot area. As shown in Table 1 below, the proposed project maintains compliance with all development standards required for residential common interest developments.

Table 1 Development Standards Comparison Table		
Development Standard	Required	Existing/Proposed
Common Lot Required	All projects shall be designed with a minimum of one lot to be held in common ownership and maintained by a homeowner's association. This lot shall be used for common driveways, parking areas, and at least 10 feet of street setback landscaped areas.	Common lot is provided and homeowners association will be established for the two-unit development.
Maximum Number of Stories & Building Height	2 Stories / 27 FT	2 Stories / 27 FT
Maximum Density (based on gross acreage)	Same as underlying zoning district (1 DU / 3,630 SF)	2 DUs / 8,357 SF
Minimum Open Space Development Lot	40% of total lot area (3,342.8 SF min)	47% (3,888 SF)
Private Open Space	An adjoining patio required with no dimension less than 10 feet.	Each unit will maintain their own private rear yard within the common lot.
Driveway Width	10-foot minimum, except 16-foot minimum driveway is required if the driveway serves tenants and/or	17-foot driveway width provided

Table 1 Development Standards Comparison Table		
Development Standard	Required	Existing/Proposed
	guest parking for more than one dwelling unit.	
Driveway Length	Straight-in driveways to garages shall have a minimum length of 19-feet from the ultimate property line.	25-foot driveway length provided
Storage	Each unit shall be provided with 200 cubic feet of securable storage exterior to the unit.	Storage provided within garages, outside of required parking clearance area
Mechanical Equipment	Screening required from public rights-of-way and adjacent properties.	Proposed mechanical equipment located on side yards and screened from view
Setbacks:		
Front Development Lot	20 FT	22 FT
Side (interior) Development Lot	5 FT	5 FT
Rear (not abutting a publicly dedicated alley) Development Lot	20 FT	20 FT
Rear Yard Coverage (maximum) in the R2-MD zone	Main Buildings: 25% of rear yard area Accessory Buildings: 50% of rear yard area	All proposed structures are located outside of rear yard area
Parking:		
Garage	2 per unit	4 total
Open	2 per unit	4 total

Review Criteria

Pursuant to CMMC Section 13-29 (e), all planning applications shall be reviewed for consistency with the following review criteria. Below is a summary of the project's conformity with each criterion:

- (1) Compatible and harmonious relationship between the proposed building and site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood.**

The proposed project is compatible and harmonious with the development and uses of the surrounding properties as the proposed residential common interest development will propose a land use that is permitted by right in the R2-MD zone. The proposed density complies with that established for the underlying zone and the development meets all development standards specified in this report.

(2) Safety and compatibility of the design of buildings, parking area, landscaping, luminaries and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation.

Safety and compatibility are maintained through the proposed project design as an adequate turning radius from the shared driveway approach to each respective driveway has been reviewed and approved by the Transportation division. There are no obstructions that would impede view for drivers and pedestrians pulling into and out of the public right-of-way and landscaping will be maintained in compliance with the zoning code.

(3) Compliance with any performance standards as prescribed in the Zoning Code.

All performance standards have been deemed to be met as described in Table 1 of this report.

(4) Consistency with the General Plan and any applicable specific plan.

The property has a General Plan designation of Medium Density Residential. Under the General Plan designation, the proposed use is permissible. The proposed project conforms to the City's General Plan including Policy LU-1.3 and Policy LU-2.9 as previously mentioned.

(5) The planning application is for a project-specific case and is not to be construed to be setting a precedent for future development.

The zoning application is for a unique project-specific case at a unique site with special circumstance and will not be precedent setting for future development.

(6) When more than one planning application is proposed for a single development, the cumulative effect of all the planning applications shall be considered.

The proposed project includes three applications that are being reviewed concurrently. The cumulative effect of all planning applications has been considered and has been addressed through the findings provided in this report.

(7) For residential developments, consistency with any applicable design guidelines adopted by city council resolution.

The Design Guidelines are intended to implement the goals and objectives of the General Plan as they relate to residential development. The project is consistent with the City of Costa Mesa Residential Design Guidelines in that the residences will incorporate appropriate building mass and form, will provide distinct architectural features, include articulation, varying roof heights, and consideration of window placement regarding privacy as follows:

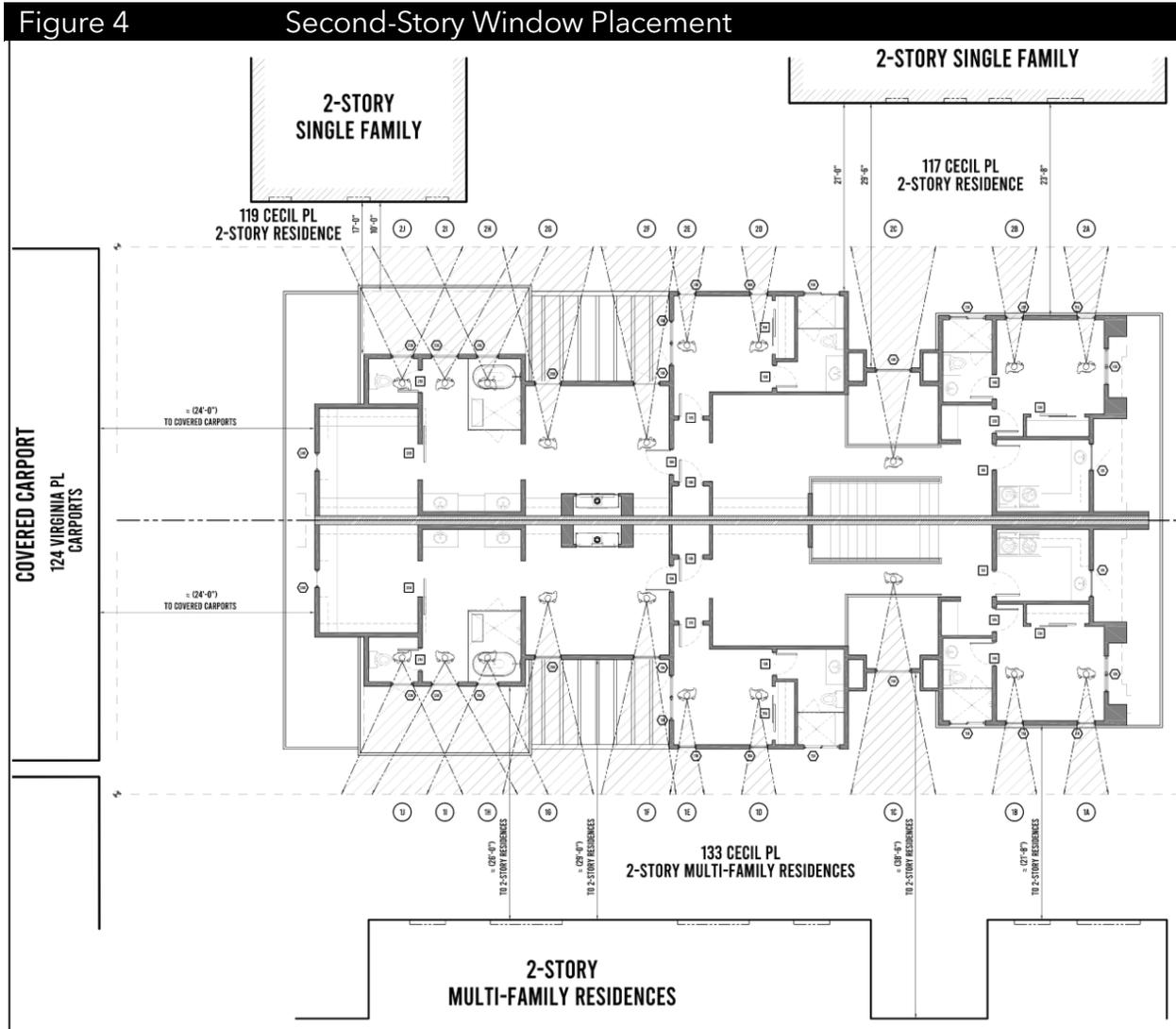
- Second Story Design: Pursuant to City residential design provisions, second-story floor areas should not exceed 100% of the first level development. The intent of this guideline is for two-story structures to be designed with articulation and off-sets and to avoid a boxy appearance from the street and neighboring views. The project proposes a total first floor area of 1,782 square feet (including the attached two-car garage) and a second-floor area of 1,600 square feet. The proposed second-story area is 89% of the first-floor area. In addition, the second floor includes offsets from the first floor to eliminate long, unbroken facades and provides four-sided architecture with a mix of materials and architectural articulation to avoid a boxy appearance.
- Elevation Treatments, Building Mass, and Elevations: The design of the proposed residence complies with the building mass and form, setbacks, elevation treatments, and architectural consistency guidelines in that the proposed residence has been designed with articulation and off sets on the various elevations that break up the building's mass as shown in the elevations provided in Figure 3 below. The proposed residence adds enhanced design elements to create visual interest including varying finishes, architectural accents such as decorative trim, and varying roof projections. The new residential addition would not exceed the 27-foot maximum height requirement.

Figure 3 Elevations



- Window Placement: Window placement would not result in direct views into the windows of neighboring structures. Although the adjacent property to the south also contains a two-story residence, the proposed second-story windows are designed to be offset from the adjacent properties' second-story windows and include higher sill heights to avoid any potential direct views per Figure 4 below. The residences to the north of the property are

single-story and views will be limited as the proposal also includes raised sill heights on the north-facing elevation.



- Second Story Side Setbacks: The City's Residential Design Guidelines requires that the second-story interior side building elevation should be set back an average of 10 feet from the property line but shall be no closer than five feet from the side property line unless the project meets one of the exceptions. The proposed project maintains an average side yard setback of 10 feet as shown on the project plans.
- Site Planning and Architectural Design: Both the site plan and architectural design of the home are consistent with the City's Residential Design Guidelines in that the proposed architectural design of the home and enhanced design features provide visual interest. The proposal avoids a large building mass or boxy appearance by providing a mix of finishes and

offsets along with architectural articulation to provide an aesthetically pleasing renovation of the existing residence.

(8) For affordable multi-family housing developments which include a minimum of 16 affordable dwelling units at no less than 20 dwelling units per acre, the maximum density standards of the general plan shall be applied, and the maximum density shall be permitted by right and not subject to discretionary review during the design review or master plan application process.

This review criteria is not applicable to this request as the proposal does not include a minimum of 16 affordable dwelling units.

FINDINGS

Parcel Map

A tentative parcel map is required to convert the existing lot into a residential common interest development. The City's applicable tentative parcel map provisions are indicated in Article 4 (Parcel Maps) of the Zoning Code. Additionally, required findings for the approval of a Parcel Map are stipulated in CMMC Section 13-29(g)(13). The proposed common interest development is in compliance with the City's Parcel Map provisions, and the required findings are provided below in this report under "Tentative Parcel Map Findings". Pursuant to Section 66474 of the California Subdivision Map Act, a subdivision must be denied if one or more findings are made:

1. *"That the proposed map is not consistent with applicable general and specific plans as specified in Section 65451;*
2. *That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans;*
3. *That the site is not physically suitable for the type of development;*
4. *That the site is not physically suitable for the proposed density of development;*
5. *That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;*
6. *That the design of the subdivision or type of improvements is likely to cause serious public health problems; and*
7. *That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. The governing body may approve a map if it finds 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. These provisions shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is*

hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision."

None of the above findings of Government Code Section 66474 can be made or can be associated with the proposed subdivision.

Pursuant to CMMC Section 13-29 (g)(13) and (14), "Findings for Tentative Parcel Maps and Design Review", in order to approve the proposal, the Planning Commission shall find by the evidence presented in the administrative record that the project substantially meets required specified findings. Staff recommend approval of the proposed project, based on the following assessment of facts and findings, which are also reflected in the draft Resolution.

Tentative Parcel Map Findings

The information presented for the Tentative Parcel Map complies with CMMC Section 13-29(g)(13), findings for a Parcel Map, in that:

- a. **Finding:** The creation of the subdivision and related improvements is consistent with the General Plan, any applicable specific plan, and this Zoning Code.

Facts in Support of Finding: The proposed development conforms to Policies LU-1.3 and LU-2.9 of the City's 2015-2035 General Plan. The proposed common interest development conforms to the Costa Mesa Zoning Code requirements in that the proposed project includes one lot with two residential units that are designed consistent with the City's Residential Design Guidelines.

- b. **Finding:** The proposed use of the subdivision is compatible with the General Plan.

Facts in Support of Finding: The proposed project is compatible with the applicable Medium Density Residential (MDR) General Plan land use provisions and density.

- c. **Finding:** The subject property is physically suitable to accommodate the subdivision in terms of type, design, and density of development, and will not result in substantial environmental damage nor public health problems, based on compliance with the Zoning Code and general plan, and consideration of appropriate environmental information.

Facts in Support of Finding: The City's Zoning Code and General Plan allows for common interest developments in the R2-MD zone, and as proposed the project does not exceed the permitted density. The design of the units is

compatible with the neighborhood, and no environmental impacts are anticipated.

- d. **Finding:** The design of the subdivision provides, to the extent feasible, for future passive or natural heating and cooling opportunities in the subdivision, as required by State Government Code section 66473.1.

Facts in Support of Finding: The overall design and physical condition of the proposed project achieve a high standard of appearance, quality, and safety. The open space and yard areas provide natural cooling, and the landscape and open space areas consist of a mixture of permeable and non-permeable materials reducing the amounts of water runoff. The project is in compliance with current building codes and will be more energy efficient than the previously existing residential development.

- e. **Finding:** The division and development will not unreasonably interfere with the free and complete exercise of the public entity and/or public utility rights-of-way and/or easements within the tract.

Facts in support of Finding: The proposed parcel map does not propose to modify any existing easements and will not interfere with the free and complete exercise of any public entity or utility rights-of-way or easements. In addition, the project has been conditioned to provide a 3-foot dedication at the front of the subject property for the public right-of-way.

- f. **Finding:** The discharge of sewage from this land division into the public sewer system will not violate the requirements of the State Regional Water Quality Control Board pursuant to Division 7 (commencing with State Water Code section 13000).

Facts in Support of Finding: As required, the property is connected to the public sewer system and is required to comply with all applicable water quality related laws and regulations.

Design Review Findings

- a. **Finding:** The project complies with the City of Costa Mesa Zoning Code and meets the purpose and intent of the residential design guidelines, which are intended to promote design excellence in new residential construction, with consideration being given to compatibility with the established residential community. This design review includes site planning, preservation of overall open space, landscaping, appearance, mass and scale of structures, location of windows, varied roof forms and roof plane breaks, and any other applicable design features.

Facts in Support of Finding: This project complies with the City of Costa Mesa’s residential common interest development standards and the Residential Design Guidelines as detailed in this staff report. The intent of these regulations is to promote excellent design and construction with consideration to the neighboring properties. The design includes the required covered and uncovered parking spaces, adequate open space, private storage areas, and common areas. The homes are designed to meet massing and offset standards and include materials that improve the immediate neighborhood aesthetics.

- b. **Finding:** The visual prominence associated with the construction of a two-story house or addition in a predominantly single-story neighborhood has been reduced through appropriate transitions between the first and second floors and the provision of second-floor offsets to avoid unrelieved two-story walls.

Facts in Support of Finding: The project includes new two-story construction homes that are designed with appropriate massing and offsetting. Windows are strategically placed on the second floor to provide offsets from the adjacent second-story windows on the neighboring properties. The proposed project is adjacent to two-story homes to the north and south of the project site and some one-story homes Across Cecil Place to the east of the project site. The homes are designed so that there are no unrelieved two-story walls.

- c. **Finding:** As applicable to affordable multi-family housing developments, the project complies with the maximum density standards allowed pursuant to the general plan and provides affordable housing to low or very-low income households, as defined by the California Department of Housing and Community Development. The project includes long-term affordability covenants in compliance with state law.

Facts in Support of Finding: This project does not consist of an affordable multi-family housing development and does not incorporate any density bonuses for housing. The project is consistent with all development standards for residential common interest developments, and the underlying zoning designation, and complies with the maximum density standards allowed under the general plan.

GENERAL PLAN CONFORMANCE

Pursuant to the City’s General Plan Land Use Element, the Medium-Density Residential designation (MDR) is intended to support single-and multi-family developments with a density of up to 12 units to the acre. In compliance with the General Plan, the project proposes an approximate density of 10.4 units to the acre. The proposed residential Common Interest Development is in conformance with the City’s General Plan, including:

1. **Policy LU-1.3:** “Strongly encourage the development of residential uses and owner-occupied housing (single-family detached residences, condominiums, townhouses) where feasible to improve the balance between rental and ownership housing opportunities”.

Consistency: The proposed project would allow for four new residential units in the city to be privately owned.

2. **Policy LU-2.9:** Require appropriate building setbacks, structure orientation, and placement windows to consider the privacy of adjacent residential structures within the same project and on adjacent properties.

Consistency: The proposed project is designed in a manner that complies with both the Common Interest Development standards and the City of Costa Mesa Residential Design Guidelines and Review Criteria. These design measures have ensured appropriate setbacks, open space, height, massing, and offsetting. Special consideration has been given to window placement, which allows for maximum privacy of adjacent residential structures

ENVIRONMENTAL DETERMINATION

The project is exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15315 (Minor Land Divisions) which allows for the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel does not have an average slope greater than 20-percent. The proposed residential common interest development subdivision is zoned for residential development, includes a two-unit airspace subdivision to be located on one parcel, does not require any variances or exceptions, all services to the property are provided, was not involved in a previous subdivision approval within the last two-years and is located on a property with less than a 20-percent slope. In addition, the project is exempt pursuant to Section 15303 (Class 3 - New Construction or Conversion of Small Structures), which allows for the construction of up to four multifamily units. The proposed development includes two attached two-unit residential buildings (four total dwelling units) within an urbanized area. Further, none of the exceptions to the use of categorical exemptions set forth in CEQA Guidelines Section 15300.2 apply.

ALTERNATIVES

As an alternative to the recommended action, the Planning Commission may:

1. Approve the project with modifications. The Planning Commission may suggest specific changes that are necessary to alleviate concerns. If any of the additional changes requested are substantial, the item should be continued to a future meeting to allow a redesign or additional analysis. In the event of significant modifications to the proposal, staff will return with a revised Resolution incorporating new findings and/or conditions.

2. Deny the project. If the Planning Commission believes that there are insufficient facts to support the findings for approval, the Planning Commission must deny the application, provide facts in support of denial, and direct staff to incorporate the findings into a Resolution for denial. If the project is denied, the applicant could not submit substantially the same type of application for six months. However, this housing project is subject to the Housing Accountability Act (HAA, Government Code Section 65589.5). Because the development is consistent with the applicable, objective general plan, zoning, and subdivision standards and criteria, including design review standards, to deny the project the Planning Commission would need to make the following written findings pursuant to the HAA:
 - The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density; and

 - There is no feasible method to satisfactorily mitigate or avoid the adverse impact, other than the disapproval of the housing development project or the approval of the project upon the condition that it is developed at a lower density. (Feasible means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.)

LEGAL REVIEW

The draft Resolution and this report have been approved as to form by the City Attorney's Office.

PUBLIC NOTICE

Pursuant to CMMC Section 13-29(d), three types of public notification have been completed no less than 10 days prior to the date of the public hearing:

1. Mailed notice. A public notice was mailed to all property owners and occupants within a 500-foot radius of the project site February 25, 2026. The required notice radius is measured from the external boundaries of the property.

2. On-site posting. A public notice was posted on each street frontage of the project site on February 26, 2026.
3. Newspaper publication. A public notice was published once in the Daily Pilot newspaper on February 27, 2026.

As of the completion date of this report, no written public comments have been received. Any public comments received prior to the March 9, 2026, Planning Commission meeting will be provided separately.

CONCLUSION

Approval of the residential common interest development, tentative parcel map, and development review would allow for the individual ownership of two proposed residential units located in the City, and is consistent with General Plan Land Use Element Policy LU-1.3 which states to "Strongly encourage the development of residential uses and owner-occupied housing (single-family detached residences, condominiums, townhouses) where feasible to improve the balance between rental and ownership housing opportunities".

ATTACHMENTS

1. Draft Resolution No. PC-2026-XX
2. Applicant Letter
3. Vicinity Map
4. Zoning Map
5. Site Photos
6. Project Plans