

December 12, 2008

Mike Bellinger
Bellinger Foster Steinmetz
425 Pacific Street, Suite 201
Monterey, CA 93940

Subject: 2 Upper Ragsdale Drive – Notice of Incomplete Application 08-343

Dear Mr. Bellinger,

The City of Monterey Development Review Committee (DRC) reviewed your recent application submitted to the City on November 14, 2008, which is a request to construct a medical office building at 2 Upper Ragsdale Drive. DRC review determined that this application is incomplete and further information is needed. Staff requires the submittal of the following information before the project may be deemed complete and placed on an agenda for discretionary review:

REQUIRED INFORMATION:

PLANNING, ENGINEERING & ENVIRONMENTAL COMPLIANCE DIVISION:

1. **Minor subdivision map:** Please submit a minor subdivision map for City Engineering staff review (see enclosed Minor Subdivision Map Review Procedures Checklist). Be sure to map all public utility easements, and provide adequate labeling and detail for ease of review. Please contact Associate Engineering Surveyor Norman Green at (831) 646-3924 if you have questions. As a part of this process, the following items are needed:
 - **Preliminary title report and associated documents:** Please submit the preliminary title report along with any documents referenced in the title report.
 - **Access easement:** Please explain the proposed legalities by which an adjustment to the access easement (on west side of proposed building) may occur to allow reconfiguration of the sidewalks, parking, and the parking lot.
 - **Slope easement:** Illustrate the slope easement necessary to accommodate the new building. A declaration will need to be placed on title to ensure that this easement will be in place once the project is constructed.
 - **Statement of project intent:** Is the proposed office project intended to become a condominium project? Please confirm. If so, please see Item 2 in the "Comments" section regarding the filing of a parcel map instead of a minor subdivision map. A different permit process is required for a condominium project.

2. Existing site plan: Provide an existing plan that depicts topography and an outline of the proposed building. Identify slopes greater than 25%.
3. Proposed site plan: Modify the proposed site plan to identify slopes equal to or greater than 25%.
4. Parking: City review of the design plans for on-site parking, including existing, proposed, and approved parking, per the Planned Unit Development (PUD), revealed the following parking issues. To address these items, please see the associated requests for revisions and information.
 - Subgrade parking: No subgrade parking is included in the design of Phase 2 medical office building. To meet overall site parking needs, please revise the design to include the subgrade parking spaces as originally approved in the PUD. An alternative is to show replacement parking elsewhere on the site.
 - Parking space counts: The parking space counts listed on Sheet A0.1 do not match the numbers of parking spaces illustrated on the design plans. Also, the parking configuration noted on Sheet A1.1 differs from the notations and configuration shown on Sheet E1.1. As drawn, the majority of the parking spaces appear to be non-conforming in length and width. To address these issues, revise all applicable design plans to accurately delineate all existing and proposed parking spaces on the entire site, including their type and size (standard, compact, and accessible), and the number of each. All plan sheets must be internally consistent, the parking counts should match the number of spaces illustrated on the plans and constructed in the field. Differentiate subgrade parking space counts from surface parking counts, and illustrate and list future planned parking for Lot 27.
 - Accessible parking spaces: All accessible parking spaces shall be denoted, and proposed accessible parking counts must reflect current Building Code requirements. The number of proposed accessible parking spaces for the new medical office building is less than required by the current Code. The new Building Code requires that, of the total required parking, 10% of parking spaces shall be accessible parking stalls with van parking, as well. Accessibility requirements also define maximum slopes allowed at the parking space and into the structure for safe path of travel. Please contact Building Official John Kuehl at (831) 646-3891 if you have questions.
 - Commuter parking and shuttle service: Explain the commuter parking/shuttle service arrangements for Lot 27 and illustrate the area utilized for this purpose.
 - Parking area lease: The City Traffic Engineer indicates that CHOMP is leasing parking spaces across Upper Ragsdale Drive. Please explain why these spaces are leased and necessary. Please provide a copy of the lease agreement.
5. Grading plan: Please summarize cut and fill amounts on the grading plan.
6. Stormwater management: Provide a stormwater management plan that addresses Best Management Practices per the Monterey Regional Storm Water Management Program. Please contact City Engineer Tom Reeves at (831) 646-3448 if you have questions.

7. Elevation drawings: Please illustrate the existing natural grade and the proposed grade on the elevation drawings, as well as show the underfloor areas. The structural height may then be identified on all elevations as measured from the existing natural grade and proposed grade.
8. Total on-site building floor areas: Please include a summary of all building floor areas on Lot 27, including a distinction of areas for each floor of each building. Include a line item for mechanical areas for each structure. These values are necessary to evaluate the overall site development (existing, proposed, and approved). Place this summary of calculations on the cover sheet of the plans and follow the format of the enclosed Zone Check.
9. Grounds for Variance: The maximum height of structures in this zone is 35 feet. The proposed structure exceeds this standard, and thus, a height variance is required. If you decide to pursue a height variance, please submit a letter explaining your grounds for this variance. Additionally, please provide justification for the large mechanical penthouse and describe why it is needed. Enclosed is a general explanation of variances and the three findings that must be made by the Planning Commission to grant an approval.
10. Existing conditions: Please provide photographs of the existing site.
11. Update expert reports: Please provide updated forestry, biological, and traffic reports.
12. Regional Impact Fee: Please calculate the regional traffic impact fee for this project.
13. Planning Fees: Per staff's initial review, this project shall require a lot line adjustment, an amendment to the PUD, an Initial Study, and a variance. Please submit the appropriate fees as noted below for each element:
 - Lot line adjustment – \$625;
 - Amendment to (re-opening of) the PUD – \$375 (Total fee is \$750, but \$375 was paid by applicant with permit submittal on 11/14/08);
 - Initial Study- \$100 + hourly fee (\$100 must be paid with resubmittal, and an hourly fee may be assessed after the Initial Study is completed) and,
 - Variance (for major variance for building height) - \$720.

The total fees due at this time are \$1,820, not including any potential additional Initial Study fees.

ADMINISTRATION DIVISION (SOLID WASTE MANAGEMENT):

1. Refuse: No trash enclosures are illustrated on the plans. Please illustrate all refuse facilities for the new structure. Show their location and provide design details for each, including the dimensions; whether the facilities are enclosed and roofed, and the number and type of trash containers. Please indicate any hazardous waste medical disposal needs. Please contact Angela Brantley at (831) 646-5662 if you have questions.

MAINTENANCE DIVISION (FORESTRY):

1. Illustration of tree canopy: Please illustrate those tree canopies that extend into the proposed building footprint.

2. Tree mitigation: All tree mitigation measures proposed as a result of this development shall be stated and illustrated on the design plans. For those trees requiring trimming, denote these trees on the plans and state the percent of canopy trees to be removed. Mitigation measures must also be stated for tree removal. Please see the enclosed Tree Protection Mitigation Measures for reference. Please contact City Forester Robert Reid at (831) 242-7871 if you have questions or need further information.

POLICE DEPARTMENT:

1. Alarm systems: The Police Department has expressed concern regarding the security of regulated pharmaceuticals on the premises. Please provide an explanation of the alarm systems to be installed on-site. Please contact Police Officer Eric Stidham at (831) 646-3819 if you have questions.

COMMENTS

The following comments are provided for your information and are not required to be submitted as part of the complete application determination.

PLANNING, ENGINEERING & ENVIRONMENTAL COMPLIANCE DIVISION:

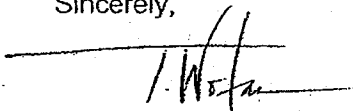
1. This project will require a lot line adjustment, which will require submittal of a Minor Subdivision Map.
2. If a future condominium proposal is planned for this project, a filing of a parcel map will be required. If you have questions, please contact Associate Engineering Surveyor, Norman Green, at (831) 646-3924.
3. The Covenants, Conditions, and Restrictions shall be revised and reviewed by the City.
4. This project shall require the completion of an Initial Study.
5. The Green Building Ordinance will apply to this project (see enclosed checklist).
6. Please note that story poles and staking will be required to be in place a minimum of two weeks prior to public hearing for this project. All trees proposed for removal outside of the building footprint shall be flagged.

MAINTENANCE DIVISION (FORESTRY):

1. The City Forester plans to perform a follow-up visit to the project site in approximately 60 days to re-examine tree health at that time.

If you have any questions regarding this correspondence, please contact me at (831) 646-3895.

Sincerely,



Tricia Wotan, CFM
Associate Planner

Enclosures:

1. Minor Subdivision Map Review Procedures Checklist
2. Zoning Check Sheet
3. Variance Informational Sheet

4. Tree Mitigation Measures
5. Non-Residential Green Building Checklists
6. Policy for Story Pole Staking

c: Community Hospital Properties, Owner
Chip Rerig, Chief of Planning, Engineering, and Environmental Compliance
John Kuehl, Building Official
David Reade, Deputy Fire Marshall
Tom Reeves, City Engineer
Norman Green, Associate Engineering Surveyor
Rich Deal, City Traffic Engineer
Angela Brantley, Solid Waste Program Manager
Robert Reid, City Forester
Eric Stidham, Police Officer