

Any person wishing to address any item listed on the Agenda may do so by submitting a Speaker Card to the Clerk before the Commission considers the specific item. Cards are available at the entrance to the meeting chambers. Please limit your comments to five (5) minutes. For items not listed on the Agenda, please see "Items From the Public".

All actions of the Solano County Planning Commission can be appealed to the Board of Supervisors in writing within 10 days of the decision to be appealed. The fee for appeal is \$150.

Any person wishing to review the application(s) and accompanying information may do so at the Solano County Department of Resource Management, Planning Division, 675 Texas Street, Suite 5500, Fairfield, CA. Non-confidential materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours and on our website at www.solanocounty.com under Departments, Resource Management, Boards and Commissions.

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please contact Kristine Letterman, Department of Resource Management at (707) 784-6765 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

### AGENDA

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

**APPROVAL OF AGENDA** 

#### **APPROVAL OF THE MINUTES**

PC 16-022 PC minutes for June 16, 2016

Attachments: minutes

#### **ITEMS FROM THE PUBLIC:**

This is your opportunity to address the Commission on a matter not heard on the Agenda, but it must be within the subject matter jurisdiction of the Commission. Please submit a Speaker Card before the first speaker is called and limit your comments to five

minutes. Items from the public will be taken under consideration without discussion by the Commission and may be referred to staff.

### **REGULAR CALENDAR**

PC 16-023 Planning Commission consideration of Lot Line Adjustment Application No. LLA-16-02 of Ellis Ranch, LLC proposing to reconfigure interior parcel lines between three contiguous lots. The entire property is entered into Williamson Act Contract No. 657. The property is located at 5177 Williams Road, two miles northwest of the City of Fairfield, within the Suisun Valley Agriculture "A-SV-20" Zoning District, APN's 0149-070-240, 25, 26, 27, 28, and 29. (Project Planner: Eric Wilberg)

> Attachments: <u>A - PC Resolution</u> <u>B - APN Map</u> <u>C - Tentative Map</u>

#### ANNOUNCEMENTS AND REPORTS

#### ADJOURN

To the Planning Commission meeting of October 6, 2016 at 7:00 P.M., Board Chambers, 675 Texas Street, Fairfield, CA

| SOLANO<br>COUNTY |      | SOIANO COUNTY Fairfield      |               |                     | 675 Texas Street<br>Fairfield, California 94533<br>www.solanocounty.com |
|------------------|------|------------------------------|---------------|---------------------|---|
| Agenda #:        |      |                              | Status:       | PC Minutes          |   |
| Туре:            |      | PC-Document                  | Department:   | Planning Commission |   |
| File #:          |      | PC 16-022                    | Contact:      |                     |   |
| Agenda date:     |      | 9/15/2016                    | Final action: |                     |   |
| Title:           |      | PC minutes for June 16, 2016 |               |                     |   |
|                  |      |                              |               |                     |   |
| Governing body:  |      |                              |               |                     |   |
| District:        |      |                              |               |                     |   |
| Attachments:     |      | <u>minutes</u>               |               |                     |   |
| Date             | Ver. | Action By                    | Act           | ion                 | Result  |

### MINUTES OF THE SOLANO COUNTY PLANNING COMMISSION

### Meeting of June 16, 2016

The regular meeting of the Solano County Planning Commission was held in the Solano County Administration Center, Board of Supervisors' Chambers (1<sup>st</sup> floor), 675 Texas Street, Fairfield, California.

<u>PRESENT</u>: Commissioners Rhoads-Poston, Walker, Hollingsworth, Castellblanch, and Chairperson Cayler

EXCUSED: None

<u>STAFF PRESENT</u>: Bill Emlen, Director; Mike Yankovich, Planning Program Manager; Jim Laughlin, Deputy County Counsel; and Kristine Letterman, Planning Commission Clerk

Chairperson Cayler called the meeting to order at 7:00 p.m. with a salute to the flag. Roll call was taken and a quorum was present.

Approval of the Agenda

The Agenda was approved with no additions or deletions.

Approval of the Minutes

The minutes of the regular meeting of June 2, 2016 were approved as prepared.

<u>Items from the Public</u> There was no one from the public wishing to speak.

Regular Calendar

#### Item No. 1

**PUBLIC HEARING** to consider Use Permit Application No. U-16-01 of **Westervelt Ecological Services** who is developing the Tule Red Restoration Project on behalf of the **State and Federal Contractors Water Agency.** The proposed project would convert approximately 420 acres of existing brackish managed wetlands to tidal habitat to directly benefit federally and state-listed Delta smelt, and salmonids within the Primary Management Area of the Suisun Marsh. The project is located within unincorporated Solano County approximately 9 miles southeast of Suisun City within the Marsh Preservation "MP" Zoning District, APN's: 0046-260-030, 070, and 110. (Project Planner: Eric Wilberg)

Mike Yankovich introduced the item by saying that this project is a public-private partnership effort to restore approximately 420 acres of tidal wetlands within the Suisun Marsh as part of the larger Suisun Marsh Habitat Restoration, Preservation, and Management Plan (SMP). The SMP is a comprehensive 30-year plan designed to address various conflicts regarding the use of

Marsh resources, with a focus on achieving an acceptable multi-stakeholder approach to habitat conservation and the restoration of tidal wetlands.

Byron Buck, executive director of the State and Federal Contractor Water Agency explained that they are a joint powers authority comprised of members from the state water project and central valley project. He said they serve approximately 2/3 of California and over 3 million acres of agriculture. Solano County Water Agency indirectly is a member and part of their funding structure by virtue of them being a state water contractor and a member of the state water project contractor's water authority. Solano County gets water from the state water project and so therefore the county is part of the group that is obligated to provide some of these habitat restoration projects which are conditioned currently by the operation of both the state water project and the federal central valley project. Mr. Buck said it is permit conditions that they are now fulfilling to get the water they have today. This project does not relate to a water fix or anything else going on in the future, although it is part of eco-restore in the sense it is counting current mitigation obligations of the base line of eco-restore projects. In short, the projects have a mitigation requirement for 7,000 acres of title wetland habitat somewhere in the delta, and there are models that direct them to the places that are the most favorable for restoration. The Suisun Marsh plan was identified a long time ago as an area where this would be good so it is an obligation of the county now and the Suisun Resource Conservation District to do this restoration. Mr. Buck commented that they are the financial vehicle that makes this happen as part of the permit requirement.

Robert Capriola, Westervelt Ecological Services, provided a PowerPoint presentation detailing the project. He commented that they have built, own and maintain approximately 22 projects. He said their company is in the land business and are in it for the long run.

Commissioner Rhoads-Poston commended staff for such a good staff report and the applicant for a great presentation.

Commissioner Walker spoke with regard to the construction work once it begins. He wanted clarification on an inconsistency in the staff report about waste facilities. He noted in Finding No. 2 of the report it refers to a septic system, whereas in Condition of Approval No. 8 is refers to chemical toilets. Mr. Yankovich noted that this was a typographical error and confirmed that chemical toilets will be used.

Chairperson Cayler opened the public hearing, since there was no one wishing to speak, the hearing was closed.

A motion was made by Commissioner Hollingsworth and seconded by Commissioner Rhoads-Poston that the Planning Commission determines Solano County is acting as a Responsible Agency pursuant to CEQA Guidelines Sections 15050(c) & 15096; and approves Use Permit Application No. U-16-01 to construct and operate the proposed tidal wetlands restoration project subject to the recommended conditions of approval. The motion passed unanimously. (Resolution No. 4639)

ANNOUNCEMENTS and REPORTS - There were no announcements or reports.

Since there was no further business, the meeting was **adjourned**.

| SOLANO          | Solano County  |               |                     | 675 Texas Street<br>Fairfield, California 94533<br>www.solanocounty.com |
|-----------------|--|---------------|---------------------|---|
| COUNTY          |  |               |                     |   |
| Agenda #:       |  | Status:       | PC-Regular          |   |
| Туре:           | PC-Document  | Department:   | Planning Commission |   |
| File #:         | PC 16-023  | Contact:      | Eric Wilberg X3167  |   |
| Agenda date:    | 9/15/2016  | Final action: |                     |   |
| Title:          | Planning Commission consideration of Lot Line Adjustment Application No. LLA-16-02 of Ellis Ranch, LLC proposing to reconfigure interior parcel lines between three contiguous lots. The entire property is entered into Williamson Act Contract No. 657. The property is located at 5177 Williams Road, two miles northwest of the City of Fairfield, within the Suisun Valley Agriculture "A-SV-20" Zoning District, APN's 0149-070-240, 25, 26, 27, 28, and 29. (Project Planner: Eric Wilberg) |               |                     |   |
| Governing body: | Planning Commission  |               |                     |   |
| District:       |  |               |                     |   |
| Attachments:    | A - PC Resolution  |               |                     |   |
|                 | <u>B - APN Map</u>   |               |                     |   |
|                 | <u>C - Tentative Map</u>   |               |                     |   |
| Date Ver.       | Action By  | Act           | ion                 | Result  |

Public Hearing Required? Yes X No

#### **RECOMMENDATION**:

The Department of Resource Management recommends that the Planning Commission **ADOPT** the attached resolution with respect to the findings, and **APPROVE** Lot Line Adjustment LLA-16-02 subject to the recommended conditions of approval.

#### EXECUTIVE SUMMARY:

Ellis Ranch, LLC are proposing to reconfigure interior property lines between three contiguous lots under their ownership. The purpose of the adjustment is to reconfigure the parcels to better align with existing vineyard layout and as well as Williams Road. The lots are entered into an active Williamson Act Contract, therefore requiring action to be taken by the Planning Commission.

#### ENVIRONMENTAL ANALYSIS:

The proposed lot line adjustment is a ministerial action and is therefore not subject to the provisions of the California Environmental Quality Act pursuant to CEQA Guidelines Section 21080(b)(1).

#### BACKGROUND:

- A. Prior approvals: Williamson Act Contract No. 657 (May 7, 1970)
- B. Applicant/Owner: Ellis Ranch LLC c/o Bradley Rowland
- C. General Plan Land Use Designation/Zoning: Agriculture/Suisun Valley Agriculture
- D. Existing Use: Vineyard
- E. Adjacent Zoning and Uses:

North: A-SV-20 / Orchard South: A-SV-20 / Vineyards East: A-SV-20 / Grazing West: A-20 / Residential

#### ANALYSIS:

#### A. **Project Description**:

The applicant proposes to reconfigure interior property lines of three contiguous parcels under common ownership. The purpose of the lot line adjustment is to reconfigure the lots to align with the vineyard layout as well as Williams Road which traverses through two of the lots. The adjustment would reconfigure proposed Parcel One to lie east of Williams Road and proposed Parcels Two and Three to the west of the road. The common parcel line between proposed Parcels Two and Three would also follow the existing vineyard layout. As shown on the lot line adjustment map, the reconfiguration will result in the following lot sizes:

Parcel One - 60.2 acres Parcel Two - 27 acres Parcel Three - 20.10 acres

Existing development on-site is limited to proposed Parcel Three, which consists of a 2,168 sq. ft. single family dwelling and three agricultural accessory structures. Each of the three lots are planted in vineyards.

#### Access

The lot line adjustment does not propose changes to the access routes to the existing parcels and is not expected to generate additional traffic in the area. Each proposed parcel will have access from an existing public right of way. Proposed Parcel One has frontage along and access to Williams Road to the west. Proposed Parcel Two has frontage along and access to both Williams Road (to the east) and Suisun Valley Road (to the south and west).Proposed Parcel Three has developed access to Williams Road to the east.

#### Utilities

Proposed Parcel Three is developed with an existing domestic water well and private septic system serving the residence on-site. At such time as residential development occurs on Proposed Parcels One and Two, a potable water source and private septic system would be required to be developed.

#### B. Land Use Consistency:

#### General Plan and Zoning

Figure LU-1 of the Solano County General Plan designates the project site Agriculture. In addition, the entire site is located within the Suisun Valley Agriculture "A-SV-20" Zoning District. As seen on the General Plan/Zoning Consistency table (Table LU-7, General Plan) the A-SV-20 district is consistent with the Agricultural General Plan designation.

The existing residential development and agricultural use of the property, along with proposed parcel sizes (exceeding 20 acres) are consistent with the General Plan and A-SV-20 Zoning District regulations.

#### C. Subdivision Ordinance Consistency:

The applicant has supplied adequate information to accompany the lot line adjustment application per County Subdivision Ordinance Section 26-41.1. The proposal is consistent with allowable land uses and development

standards of the A-SV-20 Zoning District. The proposal involves the reconfiguration of three legal lots and no new lots would be created.

In order to finalize the lot line adjustment the applicant shall secure a signed Tax Certificate letter from the Solano County Tax Collector. Details regarding the Tax Certificate process are described in Condition of Approval No. 2. This step also enables the Certificate of Compliance process which ultimately memorializes an approved lot line adjustment.

#### D. Land Conservation Contract Consistency:

On May 7, 1970 the three lots were entered into a Land Conservation Contract (Williamson Act Contract No. 657). The Solano County Uniform Rules and Procedures Governing Agricultural Preserves and Land Conservation Contracts stipulates the procedure for processing lot line adjustments for contracted land, outlines specific findings, and establishes minimum parcel size.

The Planning Commission is the hearing authority for this application because the lot line adjustment involves parcels under a single land conservation contract and the adjustment would not alter the outer perimeter of the contract. Replacement contracts are not required.

The subject site is identified as both Prime and Unique Farmland on the latest State Department of Conservation Farmland map. The property west of Williams Road is designated Prime and the area east is designated Unique Farmland. The Williamson Act Rules and Procedures establish a minimum parcel size of 10 acres for Prime and 40 acres for nonprime Farmland. Proposed Parcels Two and Three are situated entirely west of Williams Road and at 27 and 20.10 acres respectively, exceed parcel size requirements. Proposed Parcel One east of Williams Road is 60.20 acres and also exceeds nonprime size requirements of 40 acres.

The continued commercial agricultural use and existing residential development on-site are consistent with State and County Land Conservation Contract requirements.

#### FINDINGS:

- 1. The adjustment is consistent with applicable building ordinances and no conforming lot will be made nonconforming with applicable zoning requirements, and the adjustment will not reduce the aggregate area of all affected lots which do not meet the minimum area requirements of their zoning designations, pursuant to Section 66412(d) of the Subdivision Map Act.
- No structures are proposed as part of this application and no conforming lot will be made nonconforming in terms of A-SV-20 Zoning District development standards or minimum parcel size.
- 2. Approval of the lot line adjustment will not create a greater number of parcels than originally existed.

The lot line adjustment reconfigures three (3) existing legal parcels and will not create any new parcels.

3. A letter signed by the Solano County Tax Collector, stating that there are no liens against the properties or any part thereof for unpaid State, County, municipal or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable, and stating that security has been filed with the Clerk of the Board of Supervisors for the estimated taxes which are a lien on the property but not yet payable for taxes and special assessments, and stating that security satisfy the requirements of Section 66493 of the Subdivision Map Act will be provided.

A signed Tax Certificate shall be obtained from the County Tax Collector. This document shall be provided by the applicant to the Planning Services Division. The Tax Certificate shall be recorded as part of the Certificate of Compliance package.

#### WILLIAMSON ACT FINDINGS per GOVERNMENT CODE SECTION 5127(a)

4. The new contract or contracts would enforceably restrict the adjusted boundaries of the parcel for an initial term for at least as long as the unexpired term of the rescinded contract or contracts, but for not less than 10 years.

The terms of the existing contract will remain unchanged. The contract will remain in effect for a minimum of ten (10) years until such time as a non-renewal or cancellation application is initiated.

5. There is no net decrease in the amount of the acreage restricted. In cases where the parcels involved in a lot line adjustment are both subject to contracts rescinded pursuant to this section, this finding will be satisfied if the aggregate acreage of the land restricted by the new contracts is at least as great as the aggregate acreage restricted by the rescinded contracts.

The amount of land under restricted contract will not change.

6. At least 90 percent of the land under the former contract or contracts remains under the new contract or contracts.

The entire acreage under contract will remain the same.

7. After the lot line adjustment, the parcels of land subject to contract will be large enough to sustain their agricultural use.

Proposed Parcel Two (27 acres) and Three (20.10 ac.) exceed the minimum parcel size of 10 acres required for Prime Farmland. Proposed Parcel One (60.20 ac.) exceeds the minimum parcel size of 40 acres required of Nonprime Land.

8. The lot line adjustment would not compromise the long-term agricultural productivity of the parcel or other agricultural lands subject to a contract or contracts.

The existing agricultural land use will remain unchanged and would not compromise the long-term agricultural productivity of the parcels or other agricultural lands.

9. The lot line adjustment is not likely to result in the removal of adjacent land from agricultural use.

The lot line adjustment will not affect adjacent agricultural lands.

10. The lot line adjustment does not result in a greater number of developable parcels than existed prior to the adjustment, or an adjusted lot that is inconsistent with the general plan.

There are three existing lots, and the lot line adjustment will not create any new parcels. The property and existing land use is consistent with the General Plan.

#### SUGGESTED FINDINGS

**11.** The proposed lot line adjustment is a ministerial action and is therefore not subject to the provisions of the California Environmental Quality Act pursuant to CEQA Guidelines Section 21080 (b) (1)].

#### CONDITIONS OF APPROVAL:

- The lot line adjustment shall be established in compliance with the application materials and tentative lot line adjustment map filed for application No. LLA-16-02, dated March 2015 prepared by Ty Hawkins LS 7973, on file with the Planning Services Division and as approved by the Planning Commission.
- 2. A Certificate of Compliance demonstrating that the subject lot line has been adjusted in accord with the State of California Subdivision Map Act and Solano County Subdivision Ordinance regulations shall be recorded with the Solano County Recorder's Office within one (1) year of the tentative approval by the Planning Commission. Failure to record a Certificate of Copmliance within one year of Hearing Authority approval shall render the Lot Line Adjustment null and void.

Submittal of additional documents is required by the applicant in order to obtain a Certificate of Compliance from the Planning Division. The applicant shall initiate this step by submitting written legal descriptions of the parcels as adjusted to the Planning Services Division. The legal descriptions shall be prepared by a registered land surveyor or civil engineer licensed to survey in the State of California and each page of the legal descriptions must be signed and sealed by the professional preparing the descriptions. Upon review and approval of the legal descriptions by the Planning Division, a Certificate of Compliance will be prepared and forwarded by the Planning Services Division to the Title Company/Escrow Officer identified on the Lot line Adjustment application, with instruction to the Title Company/Escrow Officer to prepare new grant deeds reflecting the property boundaries as adjusted.

In order to obtain a Certificate of Compliance package that is ready for recordation, the permittee shall submit the following documents to the Planning Division:

- a) Grant Deed(s) that convey the adjustment area(s) between the parcel owners.
- b) Any conveyance documents that may be required for the relocation and/or extensions of existing utilities and easements.
- c) A statement, certificate, or security indicating there are no liens against the properties for any unpaid taxes or special assessments. Property owners shall work with their representative title company and contact the Solano County Assessor's Mapping Department to initiate the 'Tax Certificate' process. Fees are collected by the Assessor's Office to begin this process.

Once all of the necessary documents have been submitted to the Planning Division, a Certificate of Compliance package will be prepared and transmitted to the applicant's title company with instruction for recordation with the Solano County Recorder, thus completing the Lot Line Adjustment approval process.

#### ATTACHMENTS:

A - Draft Resolution, B - Assessor's Parcel Map, C - Tentative Lot Line Adjustment Map

### SOLANO COUNTY PLANNING COMMISSION RESOLUTION NO. XX

WHEREAS, the Solano County Planning Commission has considered Lot Line Adjustment Application No. LLA-16-02 of Ellis Ranch, LLC proposing to reconfigure interior parcel lines between three contiguous lots. The entire property is entered into Williamson Act Contract No. 657. The property is located at 5177 Williams Road, two miles northwest of the City of Fairfield, within the Suisun Valley Agriculture "A-SV-20" Zoning District, APN's 0149-070-240, 25, 26, 27, 28, and 29, and;

**WHEREAS**, the Commission has reviewed the report of the Department of Resource Management and heard testimony relative to the subject application at the duly noticed public hearing held on September 15, 2016, and;

**WHEREAS**, after due consideration, the Planning Commission has made the following findings in regard to said proposal:

1. The adjustment is consistent with applicable building ordinances and no conforming lot will be made nonconforming with applicable zoning requirements, and the adjustment will not reduce the aggregate area of all affected lots which do not meet the minimum area requirements of their zoning designations, pursuant to Section 66412(d) of the Subdivision Map Act.

No structures are proposed as part of this application and no conforming lot will be made nonconforming in terms of A-SV-20 Zoning District development standards or minimum parcel size.

# 2. Approval of the lot line adjustment will not create a greater number of parcels than originally existed.

The lot line adjustment reconfigures three (3) existing legal parcels and will not create any new parcels.

3. A letter signed by the Solano County Tax Collector, stating that there are no liens against the properties or any part thereof for unpaid State, County, municipal or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable, and stating that security has been filed with the Clerk of the Board of Supervisors for the estimated taxes which are a lien on the property but not yet payable for taxes and special assessments, and stating that security satisfy the requirements of Section 66493 of the Subdivision Map Act will be provided.

A signed Tax Certificate shall be obtained from the County Tax Collector. This document shall be provided by the applicant to the Planning Services Division. The Tax Certificate shall be recorded as part of the Certificate of Compliance package.

#### WILLIAMSON ACT FINDINGS per GOVERNMENT CODE SECTION 5127(a)

4. The new contract or contracts would enforceably restrict the adjusted boundaries of the parcel for an initial term for at least as long as the unexpired term of the rescinded contract or contracts, but for not less than 10 years.

The terms of the existing contract will remain unchanged. The contract will remain in effect for a minimum of ten (10) years until such time as a non-renewal or cancellation application is initiated.

5. There is no net decrease in the amount of the acreage restricted. In cases where the parcels involved in a lot line adjustment are both subject to contracts rescinded pursuant to this section, this finding will be satisfied if the aggregate acreage of the land restricted by the new contracts is at least as great as the aggregate acreage restricted by the rescinded contracts.

The amount of land under restricted contract will not change.

# 6. At least 90 percent of the land under the former contract or contracts remains under the new contract or contracts.

The entire acreage under contract will remain the same.

# 7. After the lot line adjustment, the parcels of land subject to contract will be large enough to sustain their agricultural use.

Proposed Parcel Two (27 acres) and Three (20.10 ac.) exceed the minimum parcel size of 10 acres required for Prime Farmland. Proposed Parcel One (60.20 ac.) exceeds the minimum parcel size of 40 acres required of Nonprime Land.

# 8. The lot line adjustment would not compromise the long-term agricultural productivity of the parcel or other agricultural lands subject to a contract or contracts.

The existing agricultural land use will remain unchanged and would not compromise the long-term agricultural productivity of the parcels or other agricultural lands.

### 9. The lot line adjustment is not likely to result in the removal of adjacent land from agricultural use.

The lot line adjustment will not affect adjacent agricultural lands.

# 10. The lot line adjustment does not result in a greater number of developable parcels than existed prior to the adjustment, or an adjusted lot that is inconsistent with the general plan.

There are three existing lots, and the lot line adjustment will not create any new parcels. The property and existing land use is consistent with the General Plan.

#### SUGGESTED FINDINGS

**11.** The proposed lot line adjustment is a ministerial action and is therefore not subject to the provisions of the California Environmental Quality Act pursuant to CEQA Guidelines Section 21080 (b) (1)].

**BE IT, THEREFORE, RESOLVED**, that the Planning Commission of the County of Solano does hereby approve Lot Line Adjustment Application No. LLA-16-02 subject to the following recommended conditions of approval:

- 1. The lot line adjustment shall be established in compliance with the application materials and tentative lot line adjustment map filed for application No. LLA-16-02, dated March 2015 prepared by Ty Hawkins LS 7973, on file with the Planning Services Division and as approved by the Planning Commission.
- 2. A Certificate of Compliance demonstrating that the subject lot line has been adjusted in accord with the State of California Subdivision Map Act and Solano County Subdivision Ordinance regulations shall be recorded with the Solano County Recorder's Office within one (1) year of the tentative approval by the Planning Commission. Failure to record a Certificate of Copmliance within one year of Hearing Authority approval shall render the Lot Line Adjustment null and void.

Submittal of additional documents is required by the applicant in order to obtain a Certificate of Compliance from the Planning Division. The applicant shall initiate this step by submitting written legal descriptions of the parcels as adjusted to the Planning Services Division. The legal descriptions shall be prepared by a registered land surveyor or civil engineer licensed to survey in the State of California and each page of the legal descriptions must be signed and sealed by the professional preparing the descriptions. Upon review and approval of the legal descriptions by the Planning Division, a Certificate of Compliance will be prepared and forwarded by the Planning Services Division to the Title Company/Escrow Officer identified on the Lot line Adjustment application, with instruction to the Title Company/Escrow Officer to prepare new grant deeds reflecting the property boundaries as adjusted.

In order to obtain a Certificate of Compliance package that is ready for recordation, the permittee shall submit the following documents to the Planning Division:

- a) Grant Deed(s) that convey the adjustment area(s) between the parcel owners.
- b) Any conveyance documents that may be required for the relocation and/or extensions of existing utilities and easements.
- c) A statement, certificate, or security indicating there are no liens against the properties for any unpaid taxes or special assessments. Property owners shall work with their representative title company and contact the Solano County Assessor's Mapping Department to initiate the 'Tax Certificate' process. Fees are collected by the Assessor's Office to begin this process.

Once all of the necessary documents have been submitted to the Planning Division, a Certificate of Compliance package will be prepared and transmitted to the applicant's title company with instruction for recordation with the Solano County Recorder, thus completing the Lot Line Adjustment approval process.

I hereby certify that the foregoing resolution was adopted at the regular meeting of the Solano County Planning Commission on September 15, 2016 by the following vote:

| AYES:             | Commissioners                  |  |
|-------------------|--------------------------------|--|
| NOES:<br>EXCUSED: | Commissioners<br>Commissioners |  |

By: \_\_\_

Bill Emlen, Secretary

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