



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 20, 2022**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT      WARDS: ALL**  
**DEPARTMENT**

**SUBJECT: PR-2022-001414 – APPROVE A RETROACTIVE POLICY CHANGE TO THE**  
**PLANNING DIVISION STANDARD CONDITION OF APPROVAL ON TENTATIVE**  
**MAPS RELATED TO GRADING PERMIT ISSUANCE**

## **ISSUE:**

A City of Riverside standard condition of approval for tentative maps has been identified for streamlining (retroactively).

## **RECOMMENDATIONS:**

That the City Council approve a retroactive policy change to the Planning Division standard condition of Approval on Tentative Maps related to Grading Permit Issuance.

## **BACKGROUND:**

Development projects that include parcel maps (1 - 4 lots) or tract maps (five or more lots) to subdivide property have historically included a standard Planning Condition of Approval requiring that, prior to issuance of grading permits, the Final Map be recorded for the project. Typically, this condition states:

- *Prior to Grading Permit Issuance, Parcel/Tract Map No. X shall be recorded.*

Based on discussions with developers, the condition, as imposed by the City, sometimes delays moving forward with their projects. In most cases, the process of recording a map takes longer than the process to issue a Grading Permit because of the requirements for map recordation (recording CC&Rs, hiring a professional consultant to prepare the tentative map, securing financing, preparing bond documents, and scheduling for City Council).

## **DISCUSSION:**

In an effort to streamline the development process for active and entitled projects with an approved Tentative Map, staff proposes to retroactively modify the Condition of Approval related to the issuance of grading permits, if applicable.

For all future projects, the Planning Division will modify the standard Condition of Approval as follows:

- Prior to **Building Permit Issuance**, Parcel/Tract Map No. X shall be recorded.

Modifications to the timing of the recordation of Maps, as outlined above, will allow development projects to move forward while ensuring compliance with the Zoning Code and Subdivision Map Act by holding building permits until the Final Map is recorded.

To implement this policy, at a minimum, staff will require that an “at-risk” letter and bond be submitted to ensure the site is stabilized and secured if grading and site development is not completed. City staff will review each case individually on a case-by-case basis to determine the specific requirements.

This policy change does not require modifications to any existing Municipal Codes or regulations.

This policy change aligns with the City of Riverside’s Streamline Riverside program and supports the Build Riverside initiative, which is committed to providing world class customer service and the most efficient, business-friendly development experience possible. Reviewing, improving and streamlining processes to meet the needs of customers is an important aspect of this initiative to ensure its objectives are fulfilled.

This item will be presented to the City Planning Commission as a Receive and File item on September 15, 2022 (Attachment 1).

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 – High Performing Government** and specifically, **Goal 5.2** - Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust:** The retroactive change will benefit the public interest by implementing an efficient process that streamlines development in the City.
2. **Equity:** The retroactive change will be implemented to all Tentative Maps approved in the City.
3. **Fiscal Responsibility:** Implementation of the retroactive change does not impact the City’s financial resources.
4. **Innovation:** The retroactive change is a result of collaboration with developers and adapting processes to the City’s development needs.
5. **Sustainability and Resiliency:** The retroactive change reflects how the City is committed to protecting the present needs without compromising the future.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action since all project costs are borne by the applicant.

Prepared by: Chris Christopoulos, Acting Community & Economic Development Director

Certified as to  
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachment:

1. Planning Commission Receive and File Item – September 2022