

**COUNTY OF EL DORADO
PLANNING AND BUILDING DEPARTMENT
PLANNING COMMISSION
STAFF REPORT**



Agenda of: October 23, 2025

Staff: Bianca Dinkler

PLANNED DEVELOPMENT PERMIT

FILE NUMBER: PD21-0002/Latrobe Commercial Condominiums

APPLICANT: Karina Guerrieri

REQUEST: Planned Development Permit for a gated commercial development consisting of micro-flex office space, and includes associated improvements for parking, lighting, and landscaping.

Following are the specific requests for this permit:

- a) Four (4) buildings totaling 76,243 square feet of office and warehouse space on approximately five (5) acres; and
- b) Exception from the Community Design Guidelines and Standards, Landscaping and Irrigation Standards for the interior parking area.

LOCATION: East side of Robert J. Mathews Parkway, adjacent to the west side of Latrobe Road, approximately 400 feet northwest from the intersection of Latrobe Road and Investment Boulevard, in the El Dorado Hills Business Park, within the El Dorado Hills Community Region, in the El Dorado Hills area (Exhibits A and B).

SUPERVISOR

DISTRICT: 2

APNs: 117-088-022 and 117-088-023 (Exhibit C)

ACREAGE: 11.84 acres

GENERAL PLAN: Research & Development (R&D) (Exhibit D)

ZONING: Research & Development within Planned Development Combining Zone (R&D-PD) (Exhibit E)

ENVIRONMENTAL DOCUMENT: The project is determined to be exempt from additional environmental review pursuant to Public Resources Code Section 21083.3 and California Environmental Quality Act (CEQA) Guidelines Section 15183 (Projects Consistent with a Community Plan, General Plan or Zoning).

RECOMMENDATION: Staff recommends the Planning Commission take the following actions:

1. Determine that the Planned Development Permit is exempt from additional environmental review pursuant to Public Resources Code Section 21083.3 and CEQA Guidelines Section 15183 (Projects Consistent with a Community Plan, General Plan or Zoning); and
2. Approve Planned Development Permit, PD21-0002, based on the Findings and subject to the Conditions of Approval as presented herein.

EXECUTIVE SUMMARY

This project was initially heard at the August 14, 2025, Planning Commission hearing, where the proposal was continued with guidance for additional requested information.

Approval of the Planned Development Permit, PD21-0002, would allow construction and operation of a gated business park, consisting of micro-flex office space designed for small to medium sized businesses. Phase 1 would include 58 tenant spaces/units across four (4) buildings totaling 76,243 square feet of micro-flex office space intended to provide incubator spaces that are adaptable, multi-functional, and customizable, blending office, light industrial, and operational uses on approximately five (5) acres. The future Phase 2 has not yet been determined, is not included with this entitlement request, and would require additional County review as part of a separate Planned Development Permit process.

Responsive to Planning Commissioner guidance, the applicant has provided a revised site plan with perspective drawings (Exhibit F), and narrative to describe their proposal, named “The Vaults at El Dorado Hills” (Exhibit I). Also, the June 2024 Transportation Impact Analysis Report can be found as Exhibit H.

The proposed micro-flex office tenant spaces would allow each unit to have uses permitted by right in the R&D zone. Further review would occur at time of submittal of Building Permits for tenant improvements to ensure future uses are consistent with the R&D zone. The project includes associated improvements for parking, lighting, and landscaping (Exhibits F and K). Approval of the requested Planned Development Permit would also allow the parking lot landscaping exception from the Community Design Guidelines and Standards, Landscaping and Irrigation Standards for the reduced percentage of shade designed for the interior parking area, between building bays.

The project site is zoned R&D-PD and a General Plan land use designation of R&D. Staff has determined that the proposed project is consistent with the applicable General Plan policies and Zoning Ordinance, as discussed in the Findings.

EXISTING CONDITIONS AND SITE CHARACTERISTICS

The 11.84-acre project site is undeveloped and consists of two (2) properties, identified by Assessor's Parcel Numbers (APNs) 117-088-022 and 117-088-023 and is located on the east side of Robert J. Mathews Parkway, adjacent to the west side of Latrobe Road, approximately 400 feet northwest from the intersection of Latrobe Road and Investment Boulevard, in the El Dorado Hills Business Park, within the El Dorado Hills Community Region, in the El Dorado Hills area.

The project site is generally flat with ruderal vegetation and is surrounded by existing development including existing warehouse and office land uses to the north, south, and west with single-unit residences to the east across Latrobe Road.

Table of Adjacent Uses:

	Zoning:	General Plan:	Improvements:
Project Site:	R&D-PD	R&D	Undeveloped (two parcels)
North:	R&D-PD	R&D	Existing warehouse and office use
East:	Valley View Specific Plan (VVSP)	Area Plan (AP)	Existing single-unit residences
South:	R&D-PD	AP-EDHSP	Existing warehouse and office use
West:	R&D-PD	AP-EDHSP	Existing warehouse and office use

The El Dorado County General Plan Draft Environmental Impact Report (EIR) identifies Latrobe Road, from White Rock Road south to the County boundary, as an important scenic viewpoint in all directions due to rolling hills and occasional vistas of Sacramento Valley. The proposed project

site is located along this section of Latrobe Road. The proposed buildings would be 24 feet in height which would not exceed the R&D development standards, with a maximum building height of 50 feet. In addition, the proposed building would be setback approximately 75 feet from the front property line.

PROJECT DESCRIPTION

A Planned Development Permit, PD21-0002, to allow the construction and operation of a gated business park, consisting of micro-flex office space designed for small to medium sized businesses. This project proposal would allow construction of four (4) buildings totaling 76,243 square feet of micro-flex office space on approximately five (5) acres. These 58 micro-flex office tenant spaces would allow each unit to have uses permitted by right in the R&D zone.

The R&D zone allows a broad range of commercial and light industrial activities including:

- Light manufacturing
- Printing and publishing
- Research and laboratory services
- Wholesale storage and distribution
- Financial services
- Business support services
- Sports and recreation
- Professional and medical offices
- Personal and property services
- Training and educational facilities

The proposed project is designed to serve small to medium sized business owners, entrepreneurs, and growth-stage companies that often lack access to appropriately zoned, affordable, and right-sized commercial space, including:

- Light industrial firms needing a mix of production and office space
- Research and biotech startups requiring lab and admin space
- E-commerce and wholesale distributors that need warehousing and order processing
- Professional services with technical or equipment-based operations
- Health and training service providers looking for adaptable buildouts
- Recreational users like small fitness studios or coaching facilities
- Content creators, photographers, and media companies needing studio spaces

Each tenant space/unit is designed as an individually owned property, thereby establishing a separate taxable property, which would support long-term ownership and contribute directly to the

local tax base. The proposed units would be equipped with individual electric meters and include stub-outs for water and sewer connections, providing flexibility for a wide range of business uses. Each tenant space/unit includes a dedicated roll-up door and pedestrian entrance with a metal awning and would be electric and solar-capable.

Further review of each proposed use would occur at time of submittal of Building Permits for tenant improvements to ensure future uses are consistent with the R&D zone. The project includes associated improvements for parking, lighting, and landscaping. The project would include the formation of an Owners Association for the maintenance and operation of common areas, landscaping, and overall property management. The proposed development includes three (3) access driveways onto Robert J. Mathews Parkway. A lot line adjustment (LLA) would be required to delineate Phase 1 from Phase 2 and would be processed separately. A future parcel map waiver would be required to subdivide each unit and would be processed separately upon approval of the development plan (Exhibit F). Approval of the requested Planned Development Permit would also allow the parking lot landscaping exception from the Community Design Guidelines and Standards, Landscaping and Irrigation Standards for the interior parking area.

Planned Development Permit: The proposed project request is for a Planned Development Permit. The Planned Development Permit is required for projects located in the El Dorado Hills Business Park and parcels with the Planned Development Combining Zone. The intent of the Planned Development Combining Zone is to allow for discretionary action on developments and encourage efficient use of public and private services as well as regulate condominium conversions or condominium projects. Applicable standards within the Planned Development Combining Zone can be found in the Zoning Ordinance under Section 130.28.020, all newly constructed residential and non-residential condominium projects shall be in compliance with Section 130.28.070 (Condominium Conversions).

The Planned Development Permit allows for design flexibility. The requested Planned Development includes a request to allow a parking lot landscaping exception from the Community Design Guidelines and Standards, Landscaping and Irrigation Standards for the interior parking area. Pursuant Landscaping and Irrigation Standards 1.5(D), landscaping shall be provided in paved parking lots of five spaces or more and shall provide shade over 50 percent of all paved parking areas. The requested exception would only apply to the interior vehicle parking areas provided between building bays for vehicular access to each condominium.

Responsive to receiving concerns from the Planning Commissioners during the August 14, 2025, Planning Commission hearing, the project applicant has proposed three (3) new landscaping areas between each of the building bays, for a total of nine (9) new landscape areas, in addition to two (2) community plazas at the north and east interior corners of the project site (Exhibit F); however, the 50 percent shading requirement is not currently met. Therefore, inherent with this entitlement

is a landscape waiver pursuant to Community Design Standards, Landscaping and Irrigation Standards, section 1.5 (D), as described in the Findings section of this report. Written applicant testimony for this request includes a statement that landscape for the parking area along the Robert J. Mathews Parkway frontage exceeds the 50 percent standard by more than 20 percent.

Design Review: The County adopted the Interim Design Standards and Guidelines (IDSG) on December 3, 2024, which applies to new commercial development in the Community Regions. Pursuant to the IDSG, the project site is located within the El Dorado Hills Suburban Architectural Design Zone. The purpose of the Architectural Design Zone is to organize Community Regions with similar geographic elevations, historical development, and design trends. The IDSG includes guidelines for site planning, including site design, topography and grading, access and circulation, parking, utilities, as well as building design. In addition, the R&D zone has community design standards with which all developments must comply.

The proposed 24-foot-high micro-flex office buildings would be constructed with a two-color, smooth stucco exterior. The proposed building would have a two-foot-tall roof parapet, metal vehicle roll-up doors, and metal awnings for each metal entry door. The proposed buildings are oriented to have the side building facades face the front property to avoid the long building facades along the public right-of-way as identified in the IDSG. The two-foot-high parapet roofs would screen the rooftop mechanical equipment, and the two-color, smooth stucco exterior would provide the design aesthetic to break up the 24-foot-tall solid walls. The metal awnings would also offer a design aesthetic that would provide building articulation consistent with the IDSG. In addition, the proposed building would be setback approximately 75 feet from the front property line with 30 feet of landscaping including new street trees and ground cover. Phase 1 would include 15 percent of the site as landscaping. The proposed project includes trash enclosures with landscape buffers on all non-accessible sides consistent with the IDSG. Staff has determined the proposed project complies with the IDSG guidelines and the El Dorado Hills Suburban Architectural Design Zone including site design, building design, landscaping, access, and parking. Additionally, the El Dorado Hills Business Park Architectural Review Committee (ARC) reviewed the project and provided a letter of approval of the proposed design (Exhibit G).

On-Site Lighting and Design: The proposed project would include new sources of lighting, which have been designed for compliance with the standards established in Chapter 130.34, Outdoor Lighting, of the Zoning Ordinance, which requires that all outdoor lighting be located, adequately shielded, and directed such that direct light does not fall outside of the property line or into the public right-of-way. In addition, General Plan Policy 2.8.1.1 requires all development to limit excess nighttime light and glare from parking area lighting, signage, and buildings. Improvement plans would be reviewed at the time of Grading and Building Permit reviews to ensure compliance with County requirements for lighting and signage.

Access, Circulation, and Parking: Vehicle access to the project site would be provided by three (3) new driveways along Robert J. Mathews Parkway. The proposed project would be gated including four (4) separate vehicle gates. An estimated 178 vehicle parking spaces would be included for the proposed project including nine (9) vehicle parking spaces located outside the vehicle gates. Phase 1 would exceed the minimum parking requirement by 23 vehicle spaces and Phase 2 would exceed the minimum parking requirement by 13 vehicle spaces.

The El Dorado County Department of Transportation (DOT) and El Dorado Hills Fire Department (EDHFD) reviewed the project and provided comments which are incorporated into the project as standard and project-specific Conditions of Approval.

Traffic: Based on review of the Transportation Impact Study Initial Determination Form (TIS ID), it was determined that a traffic study was required (Exhibit H). A Transportation Impact Assessment (TIA) was prepared by Fehr & Peers dated June 2024. DOT reviewed the TIA with peer review conducted by DKS Associates and provided an initial memorandum dated December 10, 2024, requesting additional information. A revised TIA was submitted to the County and reviewed by DOT with peer review conducted by DKS Associates with final memorandum dated May 13, 2025. The document was reviewed for content and compliance and sufficiently addressed all comments, and a determination was made that the addition of project traffic would result in acceptable Levels of Service (LOS) per General Plan Policy TC-Xd.

Utilities: The El Dorado Irrigation District (EID) provided a Facility Improvement Letter (FIL) for the proposed project, report dated May 16, 2024, which is not a commitment to serve, but does address the location and approximate capacity of existing facilities that could be available to serve the proposed project. Pursuant to the FIL, as of January 1, 2022, the El Dorado Hills Water Supply Region, which the project is located within, has approximately 16,910 equivalent dwelling units (EDUs) of water supply available and the proposed project would require 91.52 EDUs of water supply. The proposed project includes new on-site water lines that would connect to the existing 18-inch water line located within the Robert J. Mathews Parkway. In addition, EDHFD has determined that the minimum fire flow for this project is 1,875 gallons per minute (GPM) for a three-hour duration while maintaining a 20-psi residual pressure. According to the EDHFD hydraulic model, the existing system can deliver the required fire flow. In addition, the proposed project includes new on-site sanitary sewer lines that would connect to the existing six-inch sanitary sewer line located within Robert J. Mathews Parkway. EID has identified the existing six-inch sewer line has adequate capacity for the estimated 83.25 EDUs of sewer service the proposed project would require.

Runoff from new impervious surfaces within the project site would be directed towards the proposed water quality detention basins along the property frontage adjacent the Robert J. Mathews Parkway. In addition, a Final Drainage Report will be prepared for the proposed project

and approved by the County. The Final Drainage Report will comply with the requirements of the County's Phase II National Pollutant Discharge Elimination System (NPDES) permit and hydromodification standards in place at the time subsequent building permits are sought for construction of the project site.

STAFF ANALYSIS

Environmental Review: In May 2003, the County Board of Supervisors certified the El Dorado Hills Business Park EIR (State Clearinghouse [SCH] No. 82070503) in accordance with CEQA (Public Resources Code §21000 et seq.) and the State CEQA Guidelines (14 California Code of Regulations §15000 et seq.). The proposed project site is located within the El Dorado Hills Business Park and has been designated for development. As a result, staff has determined no further environmental review is required for the proposed project and therefore exempt from the provisions of CEQA under Section 15183 (Projects Consistent with a Community Plan, General Plan or Zoning) as the project is consistent with the El Dorado Hills Business Park Design Guidelines (Community Plan), General Plan Policies, and Zoning Ordinance.

General Plan Consistency: The General Plan includes the entire project site in the Community Region. El Dorado County Established Community Regions to provide opportunities that allow for continued population growth and economic expansion while preserving the character of existing rural centers and urban communities, emphasizing both the natural setting and built environment that contribute to the quality of life and economic health of the County. In addition, the General Plan designates the project site R&D, which is intended to provide areas for the location of high technology, nonpolluting manufacturing plants, research and development facilities, corporate/industrial offices, and support service facilities in a rural or campus-like setting which ensures a high quality, aesthetic environment. The R&D designation is highly appropriate for the business park/employment center concept. Lands designated as R&D can be located in Community Regions and in Rural Centers. As a result, the proposed project is consistent with the County's General Plan and the R&D land use designation.

The proposed project is consistent with applicable General Plan Policies including Policy 2.2.1.2 (R&D Land Use Designation), Policy 2.2.3.1 (Planned Development Combining Zone), Policy 2.2.5.2 (General Plan Consistency), Policy 2.2.5.21 (Land Use Compatibility), Policy TC-Xa through TC-Xi (Transportation and Circulation Element), Policy TC-5b (Sidewalks), Policy 5.1.2.1 (Adequacy of Public Services and Utilities), Policy 5.4.1.2 (Discretionary Development and Natural Drainage Patterns), Policy 5.7.1.1 (Adequate Emergency Water Supply, Storage, Conveyance Facilities, Access for Fire Protection), and Policy 7.5.1.3 (Cultural Resources). Staff has determined the project is consistent with these policies and related requirements as discussed in more detail in Section 2.0 (General Plan Findings).

Zoning Ordinance Consistency: The County's Zoning Ordinance carries out the policies of the El Dorado County General Plan by classifying and regulating the uses of land and structures. The R&D zone is intended to provide areas for the location of high technology, non-polluting manufacturing plants, research and development facilities, corporate and industrial offices, and support service facilities in a rural or campus-like setting, such as a business park environment. As shown in Table 130.23.020 in the Zoning Ordinance, wholesale storage and distribution and office are permitted uses in the R&D zone. In addition, the proposed project complies with R&D development standards including maximum building height and building setbacks.

Staff has determined that the proposed project, as conditioned, is consistent with all applicable standards and requirements of the Zoning Ordinance. The project has been analyzed in accordance with all applicable development standards for the R&D zone district. As proposed, the project would conform with the applicable development standards for the R&D zone as described in Section 3.0 (Zoning Findings), Section 4.0 (Community Design Guidelines), and Section 5.0 (Development Plan Permit Findings).

AGENCY COMMENTS AND PUBLIC COMMENTS

The project was distributed to all applicable local and state agencies listed on the Initial Consultation Letter for review and comment including, but not limited to, the El Dorado County Air Quality Management District (AQMD), EDHFD, El Dorado County Building Division, Environmental Management District (EMD), DOT, El Dorado County Stormwater, El Dorado County Surveyor's Office, EID, California Department of Fish and Wildlife (CDFW), California Native American Commission, and PG&E. Comments received have been considered and incorporated as Conditions of Approval, as applicable. To date, no public comments have been received for the project.

PUBLIC NOTICE

No formal public outreach was conducted by the County, and a public outreach plan was not required for this project pursuant to the County Zoning Ordinance. However, the project was duly noticed per Zoning Ordinance Section 130.51.050 with a public notification range of 1,000 feet, and a legal advertisement was published in applicable local newspapers. A physical sign was also posted on-site thirty (30) days prior to the Planning Commission hearing.

PHYSICAL SIGN POSTING

Pursuant to Zoning Ordinance Section 130.51.050, physical sign posting of proposed development is required for Planned Development Permit applications. On March 19, 2025, the applicant confirmed installation of required physical sign posting.

REVIEW AUTHORITY

The proposed project would be allowed under the scope of a Planned Development Permit as stated in Title 130.52.040 of the Zoning Ordinance. Pursuant to Zoning Ordinance Section 130.50.030 - “Review Authority for Allowed Uses and Permit Decisions”, the review authority for permit decision for a Planned Development Permit is the Planning Commission.

ENVIRONMENTAL REVIEW

The project is determined to be exempt from additional environmental review pursuant to Public Resources Code Section 21083.3 and CEQA Guidelines Section 15183 (Projects Consistent with a Community Plan, General Plan or Zoning).

In accordance with CEQA Guidelines Section 15062.(d), the filing of a Notice of Exemption (NOE) initiates a 35 day statute of limitations period on legal challenges to the agency’s decision that the project is exempt from CEQA. If a NOE is not filed, a 180-day statute of limitations will apply. The applicant shall submit a \$50.00 recording fee to the Planning Division in order for the County Recorder to file the Notice of Exemption.

SUPPORT INFORMATION

Attachments to the Staff Report:

Findings

Conditions of Approval

Exhibit A	Location Map
Exhibit B	Aerial Map
Exhibit C	Assessor's Parcel Map
Exhibit D	General Plan Land Use Map
Exhibit E	Zoning Map
Exhibit F.....	Site Plan
Exhibit G	Architectural Review Committee Letter
Exhibit H.....	Transportation Impact Analysis
Exhibit I	Applicant Updated Project Narrative
Exhibit J	Perspectives
Exhibit K.....	Landscape Plan

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