

**COUNTY OF EL DORADO  
PLANNING AND BUILDING DEPARTMENT  
ZONING ADMINISTRATOR  
STAFF REPORT**



**Agenda of:**

September 17, 2025

**Staff:**

Bianca Dinkler

**CONDITIONAL USE PERMIT**

**FILE NUMBER:** CUP25-0004/Gateway El Dorado Business Park Uniform Sign Program

**APPLICANT/OWNER:** Michael Chen/Pacific Realty Associates, L.P./Mackenzie Inc.

**REQUEST:** A request for a Conditional Use Permit (CUP) for the proposed Gateway El Dorado Business Park Uniform Sign Program to install two (2) multi-tenant freestanding monument signs at Gateway El Dorado Business Park – Buildings 112 and 113.

**LOCATION:** North side of Golden Foothill Parkway, approximately 200 feet east of the intersection with Carson Crossing Drive, in the El Dorado Hills area, within the Gateway El Dorado Business Park (Exhibits A and B).

**SUPERVISOR DISTRICT:** 2

**APN:** 117-210-061 (Exhibit C)

**ACREAGE:** 12.26 acres

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

**ZONING:** Research and Development within Design Review Community Combining Zone (R&D-DC) (Exhibit E)

**ENVIRONMENTAL DOCUMENT:** The project is determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) under Class 11, Section 15311 (Accessory Structures) which includes construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including on-premise signs.

**RECOMMENDATION:** Staff recommends the Zoning Administrator take the following actions:

1. Find Conditional Use Permit CUP25-0004 to be Categorically Exempt pursuant to Section 15311 (Accessory Structures) of the CEQA Guidelines; and
2. Approve Conditional Use Permit CUP25-0004, based on the Findings and subject to the Conditions of Approval as presented.

## **EXECUTIVE SUMMARY**

A CUP is required to approve the proposed Uniform Sign Program to allow for the construction of two (2) multi-tenant freestanding monument signs for Gateway El Dorado Business Park Buildings 112 and 113. Both proposed monument signs would be 5'-11" in height and 6'-2" wide. The proposed monument sign for existing Building 112 would be located on Carson Crossing Drive, and the proposed monument sign for existing Building 113 would be located on Golden Foothill Parkway. The proposed monument signs are consistent with all applicable standards and requirements of Title 130 of the County Ordinance Code (Zoning Ordinance) and Zoning Ordinance Table 130.36.070.1c.

## **REGULATORY AUTHORITY**

The proposed project would be allowed with Zoning Administrator approval of a CUP as stated in Table 130.50.030.A and Title 130.52.021 of the Zoning Ordinance.

## **PROJECT BACKGROUND**

The proposed project site currently includes Gateway El Dorado Business Park Buildings 112 and 113. The site was developed consistent with the R&D General Plan land use designation and Zoning for the site. The proposed project is for the construction of two (2) multi-tenant monument signs for the constructed Gateway El Dorado Business Park Buildings 112 and 113.

The project application materials were submitted to the County for review on April 23, 2025, and the application was deemed complete for processing on May 27, 2025. On July 7, 2025, County staff held a Technical Advisory Committee Meeting (TAC) to receive comments on the proposed project. In addition, on April 21, 2025, the El Dorado Hills Business Park Architectural Review Committee reviewed and approved the proposed Uniform Sign Program for the El Dorado Business Park.

## **PROJECT DESCRIPTION**

Pursuant to Zoning Ordinance Section 130.36.080.B, a Uniform Sign Program is required for multi-tenant monument signs. Therefore, the project applicant is requesting approval of a CUP for the proposed Gateway El Dorado Uniform Sign Program for two (2) multi-tenant freestanding monument signs for the existing Gateway El Dorado Business Park Buildings 112

and 113 located at 3010 Carson Crossing Drive (Monument Sign B.2) and 4490 Golden Foothill Parkway (Monument Sign B.1), respectively. The proposed Uniform Sign Program is intended to establish consistent design standards and placement criteria for the two (2) proposed freestanding monument signs to ensure visual cohesiveness, enhance wayfinding, and maintain aesthetic compatibility with the surrounding area.

The program includes provisions for two (2) new freestanding, multi-tenant monument signs to be located at the primary entrances on Carson Crossing Drive and Golden Foothill Parkway. The proposed double-sided monument signs would display the names of up to four (4) tenants on each side of the sign.

As described in Zoning Ordinance Chapter 130.36 - Signs, the County recognizes that signs are an essential element of a community's visual appearance and provide a means to identify communities and promote commerce, provide useful information to the public, and should not become visual distractions along public roadways.

The Proposed Uniform Sign Program (Exhibit F) is designed in conformance with requirements of Zoning Ordinance Table 130.36.070.1c - Community Region Area Signage Standards for Permanent On-Site Signs. Both monument signs are 5'-11" in height and 6'-2" wide. The calculated sign area is 4'-4" high and 4'-6" wide with an approximate sign area of 19.35 square feet. Both monument signs would be double-sided and internally illuminated.

**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.

## **SITE DESCRIPTION**

The project site is developed with two (2) new concrete tilt-up warehouses with site circulation and landscape improvements. Surrounding land uses include vacant property to the north, the existing Tractor Supply Co. retail development to the east, vacant property to the west, and a business park to the south.

## **STAFF ANALYSIS**

**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 proposed project includes a request for a CUP to approve a Uniform Sign Program to allow two (2) multi-tenant freestanding monument signs for existing warehouse buildings in the R&D designation. The proposed project is consistent with applicable General Plan Policies including: Policy 2.2.1.2 (R&D Land Use Designation), Policy 2.2.5.2 (General Plan Consistency), and Policy 2.2.5.21 (Land Use Compatibility). 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.

Pursuant to Section 130.36.080 of the Zoning Ordinance, a CUP is required to approve a Uniform Sign Program to allow multi-tenant freestanding monument signs in the R&D zone. Section 130.36.070 of the Zoning Ordinance establishes the maximum sign area and sign height for multi-tenant monument signs. These standards include: one (1) multi-tenant sign per street frontage; 50 square feet of maximum sign area per sign; and maximum 12 feet in height. Monument Sign B.1 would be located along Golden Foothill Parkway, approximately four (4) feet from back of sidewalk, and would measure 5'-11" by 6'-2" for 19.35 square feet sign area and is internally illuminated. Monument Sign B.2 would be located along Carson Crossing Drive, approximately 12 feet from back of curb, and would measure 5'-11" by 6'-2" for 19.35 square feet sign area and is internally illuminated. Consistent with Section 130.36.070 of the Zoning Ordinance, the proposed project includes two (2) monument signs, each located on street frontages, and does not exceed the maximum 50-square-foot sign area or the maximum 12-foot height requirements. In addition, freestanding signs are permitted to be located within the front setback, provided that the signs are not located within a public right-of-way, required cross visibility area, utility, or private road easement. As conditioned, the proposed multi-tenant monument signs will be placed outside any easements and vision triangles. As a result, staff has determined the proposed signage would comply with all applicable regulations, including maximum height, area, location, and illumination standards, and no deviations from the sign code are requested.

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 Standards and Guidelines), and Section 5.0 (Conditional Use Permit Findings).

It should be noted that the proposed signs would be further reviewed by affected agencies for conformance to project Conditions of Approval and applicable standards, at time of Building Permit submittals.

**Design Review:** The project is determined to be exempt from a Design Review Permit pursuant to Section 130.27.050 - Design Review-Community (-DC) Combining Zone, Exemptions (D.) (1.) which states structures and site development within a research and development zone that is combined with a (-DC) designation, if said base zone has been expanded to include architectural style and site design requirements which are more specific in nature and satisfy the intent of the design review concept.

**Environmental Review:** The project is determined to be exempt from the provisions of CEQA under Class 11, Section 15311 (Accessory Structures). Class 11 consists of the construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including on-premise signs.

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 NOE.

**Agency Comments and Public Comments:** The project was distributed to applicable departments for review and comment including County Department of Transportation (DOT), County Stormwater, County Environmental Management Department (EMD), El Dorado Hills Fire Department (EDHFD), 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 Outreach:** 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 County Code Section 130.51.050 with a public notification range of 1,000 feet, and a legal advertisement was published in applicable local newspapers.

**Physical Sign Posting:** Pursuant to Zoning Ordinance Section 130.51.050, physical sign posting of proposed development was not required for the proposed project.

## SUPPORT INFORMATION

### **Attachments to Staff Report:**

Findings

Conditions of Approval

Exhibit A.....Vicinity Map

Exhibit B .....Aerial Map

Exhibit C .....Assessor's Parcel Page

Exhibit D.....General Plan Land Use Map

Exhibit E .....Zoning Map

Exhibit F.....Proposed Uniform Sign Program

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## **FINDINGS**

### **Conditional Use Permit CUP25-0004 Gateway El Dorado Business Park Uniform Sign Program Zoning Administrator/September 17, 2025**

#### **1.0 CEQA FINDINGS**

- 1.1 The project is determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) under Class 11, Section 15311 (Accessory Structures) which includes the construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including on-premise signs.
- 1.2 The documents and other materials which constitute the record of proceedings upon which this decision is based are in the custody of the Planning Division at 2850 Fairlane Court, Placerville, CA, 95667.

#### **2.0 GENERAL PLAN FINDINGS**

##### **2.1 The project is consistent with General Plan Policy 2.2.1.2.**

General Plan Policy 2.2.1.2 states the purpose of the Research & Development (R&D) land use designation is 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. This 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.

Rationale: The proposed Conditional Use Permit (CUP) would approve a Uniform Sign Program to allow for the construction of two (2) multi-tenant freestanding monument signs within the R&D zone district. The proposed signs would serve two (2) existing warehouse buildings within the Gateway El Dorado Business Park. The project is consistent with this policy.

##### **2.2 The project is consistent with General Plan Policy 2.2.5.2.**

This policy requires that all applications for discretionary projects or permits shall be reviewed to determine consistency with the policies of the General Plan. No approvals shall be granted unless a finding is made that the project or permit is consistent with the General Plan.

Rationale: The proposed CUP would approve a Uniform Sign Program to allow for the construction of two (2) multi-tenant freestanding monument signs within the R&D zone district. The proposed signs would serve two (2) existing warehouse buildings within the Gateway El Dorado Business Park. The project is consistent with this policy.

**2.3 The project is consistent with General Plan Policy 2.2.5.21.**

General Plan Policy 2.2.5.21 requires development projects shall be located and designed in a manner that avoids incompatibility with adjoining land uses that are permitted by the policies in effect at the time the development project is proposed. Development projects that are potentially incompatible with existing adjoining uses shall be designed in a manner that avoids any incompatibility or shall be located on a different site.

Rationale: The proposed project has been analyzed for compatibility with adjacent uses in the Gateway El Dorado Business Park. The project site is surrounded by existing commercial development and the proposed multi-tenant freestanding monument signs would not create an incompatible use. With implementation of the Conditions of Approval, the project is consistent with this policy.

**2.4 The project is consistent with General Plan Policy 2.8.1.1.**

General Plan Policy 2.8.1.1 (Lighting Standards) requires that development limit excess nighttime light and glare from parking area lighting, signage, and buildings.

Rationale: The proposed monument signs would be internally illuminated, and the proposed illumination helps to prevent glare and the need for directional shielding. All future signs allowed through the Uniform Sign Program would be subject to building permit requirements and review.

**3.0 ZONING FINDINGS**

**3.1 The project is consistent with Section 130.23.010**

Section 130.23.010 establishes the R&D zone. 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.

Rationale: The proposed project is a request for a CUP to approve a Uniform Sign Program to allow two (2) multi-tenant freestanding monument signs for existing warehouse buildings in the R&D zone. With incorporation of Conditions of Approval, the project is consistent with this code section.



**3.2 The project is consistent with 130.36.070.**

Table 130.36.070.1c - Community Region Area Signage Standards for Permanent On-Site Signs of the Zoning Ordinance provides: for R&D zone districts, size criteria for freestanding signage for an Integrated Development is one (1) multi-tenant sign per public street frontage as follows: 50 square feet maximum area and 12 feet maximum height.

Rationale: As shown on the proposed Uniform Sign Program (Exhibit F), the project includes two (2) freestanding monument signs, each located on street frontages. Monument Sign B.1 would be located along Golden Foothill Parkway. The sign would measure 5'-11" by 6'-2" for 19.35 square feet sign area and would be internally illuminated. Monument Sign B.2 would be located along Carson Crossing Drive. The sign would measure 5'-11" by 6'-2" for 19.35 square feet sign area and would be internally illuminated. The project is consistent with this section. As a result, the two (2) proposed freestanding monument signs do not exceed the 50 square feet maximum sign area and the 12 feet maximum height pursuant to Section 130.36.070 of the Zoning Ordinance.

**4.0 COMMUNITY DESIGN STANDARDS AND GUIDELINES**

4.1 The proposed project was determined to be consistent with the El Dorado County Community Design Standards and Guidelines including Landscaping and Irrigation Standards, Outdoor Lighting Standards, and Parking and Loading Standards, as applicable. COA's are included to ensure compliance. As conditioned, the project is consistent with the Community Design Standards and Guidelines.

**5.0 CONDITIONAL USE PERMIT FINDINGS**

**5.1 The issuance of the permit is consistent with the General Plan.**

The proposed use is consistent with the policies and requirements of the General Plan as discussed in the General Plan section of the Staff Report. The proposed use is consistent with all applicable policies as set forth in Finding 2.0 above.

**5.2 The proposed use would not be detrimental to the public health, safety, and welfare, or injurious to the neighborhood.**

The proposed use is consistent with the policies and requirements of the General Plan as discussed in the General Plan section of the Staff Report. The proposed use is consistent with all applicable policies as set forth in Finding 2.0 above.

**5.3 The proposed use is specifically permitted by CUP.**

The proposed multi-tenant freestanding monument signs are permitted in the R&D zone with a CUP approval of a Uniform Sign Program. The proposed project complies with the requirements of Zoning Ordinance Section 130.36.080.B - Uniform Sign Program.

## **CONDITIONS OF APPROVAL**

### **Conditional Use Permit CUP25-0004 Gateway El Dorado Business Park Uniform Sign Program Zoning Administrator/September 17, 2025**

#### **Project Description:**

1. This Conditional Use Permit (CUP) is based upon and limited to compliance with the project description, the following hearing exhibits, and Conditions of Approval set forth below:

Exhibit F.....Proposed Uniform Sign Program

The project description is as follows:

Pursuant to Zoning Ordinance Section 130.36.080.B, a Uniform Sign Program is required for multi-tenant monument signs. Therefore, the project applicant is requesting approval of a CUP for the proposed Gateway El Dorado Uniform Sign Program for two (2) multi-tenant freestanding monument signs for the existing Gateway El Dorado Business Park Buildings 112 and 113 located at 3010 Carson Crossing Drive (Monument Sign B.2) and 4490 Golden Foothill Parkway (Monument Sign B.1), respectively. The proposed Uniform Sign Program is intended to establish consistent design standards and placement criteria for the two (2) proposed freestanding monument signs to ensure visual cohesiveness, enhance wayfinding, and maintain aesthetic compatibility with the surrounding area.

The program includes provisions for two (2) new freestanding, multi-tenant monument signs to be located at the primary entrances on Carson Crossing Drive and Golden Foothill Parkway. The proposed double-sided monument signs would display the names of up to four (4) tenants on each side of the sign.

As described in Zoning Ordinance Chapter 130.36 Signs, the County recognizes that signs are an essential element of a community's visual appearance and provide a means to identify communities and promote commerce, provide useful information to the public, and should not become visual distractions along public roadways.

The Proposed Uniform Sign Program (Exhibit F) is designed in conformance with requirements of Zoning Ordinance Table 130.36.070.1.c - Community Region Area Signage Standards for Permanent On-Site Signs. Both monument signs are 5'-11" in height and 6'-2" wide. The calculated sign area is 4'-4" high and 4'-6" wide with an approximate sign area of 19.35 square feet. Both monument signs would be double-sided and internally illuminated.

Any deviations from the project description exhibits or Conditions must be reviewed and approved by the County for conformity with this approval. Deviations may require

approved changes to the permit and/or further environmental review. Deviations without the above-described approval will constitute a violation of permit approval.

### Planning Division

2. **Expiration:** Pursuant to Section 130.54.060 of the Zoning Ordinance, implementation of the project must occur within 24 months from the date of approval of the CUP, or the permit becomes null and void. The applicant may file for a written request for an extension of time with the Planning and Building Department at least 30 days before the expiration of the permit or authorization, together with the required filing fee established through Resolution of the Board. It is the responsibility of the applicant to monitor the time limit and make diligent progress toward implementation of the project and compliance with the Conditions of Approval.
3. **Conditions Compliance:** Prior to issuance of a building permit or commencement of any use authorized by this permit, the applicant shall provide a written description, together with appropriate documentation, showing conformance of the project with each Condition imposed as part of the project approval. The applicant shall also schedule an inspection by Planning Division prior to issuance of a building permit for verification of compliance with applicable Conditions of Approval.
4. **Project Improvements in Conformance with Project Plans:** Project improvements including, but not limited to, design, colors, and placement, shall be consistent with the Gateway El Dorado Business Park Uniform Sign Program (Exhibit F). Where applicable, all project plans shall be finalized in accordance with the applicable standards of the Zoning Ordinance and the El Dorado County Design and Improvement Standards Manual (DISM). Minor modifications may be approved through the Substantial Conformance Review by the Planning Director; however, any major changes that substantially deviates from the Uniform Sign Program, shall require review and approval by the Zoning Administrator prior to approval of building permit.
5. **Cultural Resources:** If human remains are discovered at any time during construction activities, the County Coroner and Native American Heritage Commission shall be contacted per Section 7050.5 of the Health and Safety Code and Section 5097.89 of the Public Resources Code. The procedures set forth in Supplementary Document J, Section VIII, of the CEQA Guidelines concerning treatment of the remains shall be followed. If archaeological sites or artifacts are discovered, the subdivider shall retain an archaeologist to evaluate the resource.

If the resource is determined to be important, as defined in Appendix K of the CEQA Guidelines, Mitigation Measures, as agreed to by the applicant, archaeologist, and Planning Division, shall be implemented. Treatment of Native American remains and/or archaeological artifacts shall be the responsibility of the applicant and shall be subject to review and approval by the Planning Division.

6. **Hold Harmless Agreement:** In the event of any legal action instituted by a third party challenging the validity of any provision of this approval, the developer and landowner agree to be responsible for the costs of defending such suit and shall hold County harmless from any legal fees or costs County may incur as a result of such action, as provided in Section 66474.9(b) of the California Government Code.

The applicant shall defend, indemnify, and hold harmless El Dorado County and its agents, officers, or employees from any claim, action, or proceeding against El Dorado County or its agents, officers, or employees to attack, set aside, void, or annul an approval of El Dorado County concerning a Conditional Use Permit for which action is brought within the time period provided for in Section 66499.37 of the California Government Code.

County shall notify the applicant of any claim, action, or proceeding and County will cooperate fully in the defense.

#### **County Department of Transportation (DOT)**

7. **Golden Foothill Parkway Easements:** The proposed sign along Golden Foothill Parkway shall be located on private property. Additional permitting with DOT would be required for the proposed signage to be located within County Right-of-Way. The sign placement shall be in compliance per the existing easements and setbacks along Golden Foothill Parkway as shown on PM52-60, subject to review and approval by DOT.
8. **Carson Crossing Drive Easements:** The sign placement shall be in compliance per the existing easements and setbacks along Carson Crossing Drive as shown on PM52-60, subject to review and approval by DOT.

#### **El Dorado Hills Fire District (EDHFD)**

9. **Address (commercial):** All parcels shall be provided with an approved address number as issued by the County Surveyor's Office. Approved numbers or addresses shall be placed on all new signs in such a position as to be easily read from the street or road fronting the property. The minimum size of the numbers shall not be less than 6 inches and shall be internally illuminated or mounted immediately adjacent to a light source and shall also contrast with their background. Address shall be in accordance with EDHFD Standard B-001.

Monument address numbers shall be a minimum of 6-inches in height and 1/2 -inch stroke.