

**DATE:** October 6, 2022  
**FROM:** Anna Quan, Assistant Planner

**SUBJECT: NOTICE OF INTENT TO APPROVE AN ADMINISTRATIVE PERMIT**

Dear Roseville Property Owner and Interested Individuals:

The purpose of this notice is to inform you that an Administrative Permit application has been submitted to the Roseville Planning Division. The requested permit is described below.

The City issues Administrative Permits for minor types of projects, based on our review of the application and consistency with City standards, and will not hold a public hearing unless one is requested by you or another interested individual. The Planning Manager intends to approve the permit ten days following the date of this letter, unless a public hearing is requested. People with questions are invited to contact the Project Planner, Anna Quan, by phone at (916) 774-5279 or e-mail at [ayquan@roseville.ca.us](mailto:ayquan@roseville.ca.us). All requests for a public hearing must be in writing (to Anna Quan, Planning Division, 311 Vernon Street, Roseville, CA 95678) and must be received no later than 5 p.m. on the date noted below. If a public hearing is requested, you will receive notice of the date, time, and place of the public hearing. The Planning Manager's action to approve this permit may be appealed to the Planning Commission within 10 days of the approval date.

**Project Description**

**Applicant:** Kris Steward, Plan Steward, Inc.

**Owner:** Bayside Covenant Church Inc., 8211 Sierra College Bl., Suite 4, Roseville, CA 95661

**Date Filed:** August 25, 2022

**Project Name and File #:** HRNSP PCL 61 – Christmas Adventure at Bayside Adventure Church – PL22-0305

**Project Address:** 6401 Stanford Ranch Road, Roseville, CA 95678

**Request:** The applicant requests the approval of an Administrative Permit for the Christmas Adventure Event, a Christmas-themed drive-thru light show, which occurs nightly (6:00 – 9:30 pm) from November 19 through December 31, 2022. The event will be held at Bayside Adventure Church.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) and Section 305 of the City of Roseville CEQA Implementing Procedures.

**LAST DAY TO REQUEST A PUBLIC HEARING: October 17, 2022 by 5 p.m.**

Note: If a decision is challenged in court, the challenge may be limited to raising only those issues which were raised at a public hearing or in written correspondence delivered to the Planning Division at, or prior to, the public hearing. A public hearing for this application will not be held unless you or another individual requests a public hearing.

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