

**DATE:** April 14, 2023  
**FROM:** Kinarik Shallow, Associate Planner

**SUBJECT: NOTICE OF INTENT TO APPROVE A LOT LINE ADJUSTMENT**

Dear Roseville Property Owner and Interested Individuals:

The purpose of this notice is to inform you that a Lot Line Adjustment application has been submitted to the Roseville Planning Division. The requested permit is described below.

The City issues a Lot Line Adjustment 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 eleven days following the date of this letter, unless a public hearing is requested. People with questions are invited to contact the Project Planner, Kinarik Shallow, by phone at (916) 746-1309 or e-mail at [kshallow@roseville.ca.us](mailto:kshallow@roseville.ca.us). All requests for a public hearing must be in writing (to Kinarik Shallow, 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:** Michael Chiara, Morton & Pitalo, Inc.

**Property Owner:** PF Portfolio 1 L P and Villasport Roseville, LLC

**Date Filed:** March 21, 2023

**File/Project Number:** PL23-0051

**Project Name, Address & Location:** NCRSP PCL 40 – Lot Line Adjustment; 251 & 291 Conference Center Drive

**Request:** The applicant requests approval of a Lot Line Adjustment to adjust the property line between 291 Conference Center Drive and 251 Conference Center Drive to cover improvements constructed with Villa Sport. This application will add approximately 41 square feet to 291 Conference Center Dr.

**Environmental Determination:** The application is exempt from the provisions of the California Environmental Quality Act (CEQA) per Guidelines Section 15305(a) pertaining to Minor Lot Line Adjustments and pursuant to Section 305 of the City of Roseville CEQA Implementing Procedures. Consistent with this exemption, the project is a lot line adjustment that does not result in the creation of any new parcel.

**LAST DAY TO REQUEST A PUBLIC HEARING: April 24, 2023 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 Manager 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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