

**DATE:** September 12, 2023  
**FROM:** Sean Morales, Associate 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 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 eleven days following the date of this letter, unless a public hearing is requested. People with questions are invited to contact the Project Planner, Sean Morales, by phone at (916) 774-5282 or e-mail at [smorales@roseville.ca.us](mailto:smorales@roseville.ca.us). All requests for a public hearing must be in writing (to Sean Morales, 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/Property Owner:** Dale McAfee

**Date Filed:** June 21, 2023

**File/Project Number:** PL23-0142

**Project Name, Address & Location:** INFILL PCL 179 - Roseville Motors Temporary Office Trailer; 643 Riverside Avenue

**Request:** Request for an Administrative Permit for the operation and maintenance of an existing 12' x 24' self-contained temporary office trailer for a period of four years.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15304(e), Minor Alterations to Land, and Section 305 of the City of Roseville CEQA Implementing Procedures. Consistent with this exemption, the project involves a temporary use having a negligible impact on the environment.

**LAST DAY TO REQUEST A PUBLIC HEARING: September 22, 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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