

COMMITTEE MEMBERS

Pablo Benavente, Chair
Laura M. Nakamura, Member

Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org



**Special Meeting of the
Recreation, Cultural
Affairs and Community
Services Committee**

Wednesday,
May 20, 2026

5:30 p.m.

Garden Conference
Room
1950 Parkside Drive
Concord, CA

Information for the public on participation at Committee meetings can be found on the back of the Speaker Identification Card. Should you have any questions after consulting the Speaker Identification Card, please contact staff prior to the Committee meeting.

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. ROLL CALL

2. REPORTS

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes. **Please see “How to Submit Public Comments” above.**

- a. Considering the IGBO Union response to the Don Fernando Pacheco Adobe Request for Proposals and provide direction to staff. **Report by Justin Ezell, Assistant City Manager.**

3. ADJOURNMENT

NOTICE TO THE PUBLIC

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure §1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited by California law to raising only those issues you or someone else raised in the hearing or in a written correspondence delivered to the City Council prior to or at the hearing.

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator Tianjun Cao at (925) 671-3243 or Tianjun.cao@cityofconcord.org, at least 24 hours in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Justin Ezell, Assistant City Manager
Joelle Fockler, City Clerk



Staff Report

Date: May 20, 2026

To: Council Committee on Recreation, Cultural Affairs & Community Services

From: Justin Ezell, Assistant City Manager
Justin.Ezell@cityofconcord.org
(925) 671-3155

Subject: **Considering the IGBO Union response to the Don Fernando Pacheco Adobe Request for Proposals and provide direction to staff.**

Report in Brief

The City issued a Request for Proposals for the rehabilitation and adaptive reuse of the Don Fernando Pacheco Adobe and the surrounding acreage. The IGBO Union of Northern California submitted the sole proposal. On December 1, 2025, the Council Committee on Recreation, Cultural Affairs & Community Services reviewed the proposal and directed staff to work with the IGBO Union to refine their proposal and return with a revised version at a future meeting. (Attachment 1)

Since that time, the IGBO Union has worked with the Planning Division and Public Works to evaluate zoning and land-use compatibility and to coordinate regarding the existing Public Works maintenance yard on the site. This report provides an update on that work and seeks Committee feedback on any additional information needed before the Committee determines whether to make a recommendation to the full City Council on continuing to pursue the IGBO proposal or declining further evaluation.

Recommended Action

Receive the report and provide direction to staff on next steps, which may include:

- Forwarding a recommendation to the full City Council to consider proceeding with the IGBO Union proposal;
- Gathering additional information from the IGBO Union before making a recommendation; or
- Declining the IGBO Union proposal and exploring other options.

Background

The Don Fernando Pacheco Adobe (Adobe), constructed in 1844, is one of Concord's oldest structures. The Adobe is listed as a historic resource at the national level on the National Register of Historic Places, at the state level through the California Office of Historic Preservation, and at the local level as a designated historic City landmark. Located at 3119 Grant Street next to Hillcrest Park, the Adobe sits on a 1.4 acre historic site with an additional 3.7 acres of adjacent land. The building requires significant stabilization and preservation work to address long-term structural deterioration and support future public use.

In September 2025, the City issued a Request for Proposals (Attachment 2) inviting qualified organizations to rehabilitate, adaptively reuse, and manage the Adobe and surrounding acreage consistent with Parks and Recreation zoning. The RFP sought proposals that will preserve and restore the historic Adobe while creating publicly beneficial uses such as community gathering, cultural, educational, or recreational spaces on the site.

During this process, the City received notification that it was to receive two million dollars in state funding, facilitated by Assemblymember Anamarie Ávila Farías, to support critical stabilization work including foundation reinforcement, roof replacement, porch and structural repairs, and building envelope protection. The funding was accepted and appropriated on May 12, 2026, and a project will be in the Capital Budget that Council adopts in June for stabilization design and construction work to occur over the next year. This project will move forward independent of the IGBO Union's proposal and next steps.

In response to the City's Request for Proposals, the IGBO Union of Northern California proposed a two-part project: rehabilitation of the Adobe and development of a new multigenerational community facility on the adjacent land. The Adobe would be restored for use as a museum, interpretive center, cultural facility, and community gathering space. Along with preserving the existing historically significant adobe, their proposal included development of a new building of approximately ten thousand square feet that would include classrooms, an auditorium, meeting rooms, child care space, food service areas, and outdoor gathering areas.

The Council Committee on Recreation, Cultural Affairs and Community Services reviewed the IGBO Union proposal on December 1, 2025. After hearing presentations from staff and representatives of the IGBO Union, the Committee agreed to continue considering the proposal following additional vetting by City staff, including an initial review by Planning and discussions with Public Works regarding site constraints related to the existing maintenance shed. Those follow-up discussions took place in February and April of 2026. In May 2026, the IGBO Union submitted an updated proposal (Attachment 3).

Proposal Summary

IGBO Union

The IGBO Union is a nonprofit cultural organization representing 28 affiliated associations. The group is dedicated to promoting the unity and socio-economic advancement of the Igbo people while advocating for their overall well-being. Their proposal describes a two-part project: rehabilitation of the Adobe and development of a new multigenerational community facility on the adjacent land. The Adobe would be restored for use as a museum, interpretive center, cultural facility, and community gathering space. A proposed new building of approximately ten thousand square feet would include classrooms, an auditorium, meeting rooms, child care space, food service areas, and outdoor gathering areas.

Updated IGBO Union Proposal:

The updated IGBO Union proposal submitted in May 2026 includes a revised concept plan based on coordination with Public Works staff. The most significant change is the explicit identification and accommodation of the existing Public Works maintenance yard, which is now clearly labeled on the site plan along with its operational driveway access. The updated concept also reconfigures site circulation and introduces landscaped parking to ensure compatibility between the proposed cultural facilities and ongoing municipal operations.

The IGBO Union met with City planning staff to evaluate whether the proposed project could be accommodated within the site's approved land uses. Staff determined that the proposed mix of uses may be allowed with the approval of a Use Permit and Design and Site Review, followed by Site Development, Grading, and Building Permits should the project move forward. These applications would be reviewed by the Planning Commission through a public hearing process.

City staff also consulted with Contra Costa County's Department of Conservation and Development to confirm that the IGBO Union proposal would not conflict with the deed restriction on the property. The County indicated that the proposal does not appear to violate the restriction. If the City proceeds with the IGBO Union proposal, the County will be asked to formalize its determination in writing.

Project Financing and Management:

The IGBO Union proposal outlines a financing approach that combines private debt with community-based fundraising to support development of the project. The submittal also references the City's existing two-million-dollar grant allocation, which is currently dedicated to the stabilization and preservation of the Adobe. In addition, the proposal identifies a multidisciplinary project team that includes architects, a preservation architect, structural and civil engineers, a landscape architect, and contractors specializing in historic restoration.

Land Use Approvals – Next Steps:

The City's development review process guides applicants in designing projects that align with City plans and policies, thereby increasing the likelihood of approval by the Planning Commission. As part of this process, the following steps and/or information would be required of the IGBO Union:

- Parks and Recreation Commission Review. Prior to submittal of a formal development application.
- Historical Resource Assessment. The City may retain an architectural historian, at IGBO Union's expense, to identify measures needed to mitigate potential impacts.
- Environmental Review. The City may retain a consultant, at IGBO Union's expense, to conduct environmental review pursuant to the California Environmental Quality Act (CEQA).
- Traffic and Parking Studies. The City may require analyses to evaluate potential circulation and parking impacts.
- Children's Play Area. The identification of an outdoor play area that meets state licensing requirements.
- Operational Considerations. Including hours of operation, noise, lighting, and related factors

If the IGBO Union chooses to move forward with the proposal, they will need to submit a Preliminary Application that includes:

- A non-refundable application fee of \$4,180
- All items listed in the attached checklist (Attachment 4)
- A site plan prepared by a licensed civil engineer (required and included in the checklist)

Once all materials have been submitted, the City will coordinate the required neighborhood meeting as part of the Preliminary Application process. The purpose of this meeting is to inform surrounding residents and property owners about the proposed project, answer questions, and gather community feedback early in the process so the applicant can consider neighborhood input before submitting a formal development application.

Feedback Requested

Staff is seeking feedback from the Committee on whether it is prepared to make a recommendation to the City Council to proceed with a partnership with the IGBO Union,

or whether additional information is needed before such a recommendation can be made.

Potential Committee actions:

1. Recommend moving forward based on current information.
Under this option, staff would present the IGBO Union proposal to the City Council. If Council directs staff to proceed, staff would begin negotiating an Exclusive Negotiating Agreement to refine the project, verify financial capacity, outline public access and operations, support the IGBO Union through the required land-use review/planning application steps described above, and prepare for a potential future lease and development agreement. These would return first to the Committee and then to the full City Council.
2. Direct staff to gather additional information from the IGBO Union before making a recommendation.
The Committee may wish for the IGBO Union to further demonstrate financial capacity and/or complete some of the land-use related next steps before proceeding. The proposal identifies a financing plan that includes private debt and community-based fundraising. An October 30, 2025 letter from Hillcrest Lending Group indicates the IGBO Union has been pre-approved for a \$5,500,000 construction loan; however, the approval is contingent on an acceptable purchase contract. Because the City is considering a long-term lease, not a land sale, the Committee may want greater financial certainty or completion of certain land-use steps, which would require a minimum expenditure of \$4,180 by the IGBO Union without any guarantee of City approval. Additionally, the letter implies the City would make a commitment granting use of the parcel to the IGBO union prior to adequate funds being raised for a project; Council may not be willing to make a commitment prior to financial feasibility being clarified.
3. Decline the IGBO Union proposal and explore other options.
The Committee may choose not to pursue the proposal and instead direct staff to explore other options for revitalizing the Adobe and the surrounding property. This action would end all consideration of the IGBO Union proposal. Staff would subsequently return to the Committee at a future date to discuss next steps the City may want to take to find a partner for revitalization and/or uses of the site.

Financial Impact

There is no direct fiscal impact associated with receiving this report. If the Committee directs staff to initiate a preliminary zoning and land use review, the cost of staff time for this stage would be covered by the respondent through the required planning consultation fee deposit and Trust Account Agreement. Any City costs associated with

future negotiations, review, or project planning would depend on the direction provided by the City Council and may involve additional respondent-funded deposits.

Public Contact

The Agenda was posted. The IGBO Union was invited to present its proposal to the Committee. This presentation is scheduled to last 10 to 15 minutes and is intended to provide a concise overview of the respondent's proposal. Following the overview, representatives of the IGBO Union will be available to answer questions from the Committee members. Additionally, the Concord Historical Society was invited to attend.

Attachments

1. December 1, 2025, meeting packet and minutes
2. Adobe RFP: https://www.cityofconcord.org/DocumentCenter/View/13937/Adobe-RFP_2025_Final
3. Updated IGBO Union Proposal:
https://www.cityofconcord.org/DocumentCenter/View/15572/Updated_IGBO-UNION--Proposal-to-City-of-Concord452026
4. Planning Checklist

COMMITTEE MEMBERS

Laura M. Nakamura, Chair
Pablo Benavente, Member

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1950 Parkside Drive
Concord, CA 94519
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ANNOTATED AGENDA
Special Meeting of the
Recreation, Cultural
Affairs and Community
Services Committee

Monday,
December 1, 2025

5:30 p.m.

Permit Center
Conference Room
1950 Parkside Drive
Concord, CA

Information for the public on participation at Committee meetings can be found on the back of the Speaker Identification Card. Should you have any questions after consulting the Speaker Identification Card, please contact staff prior to the Committee meeting.

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. ROLL CALL

2. REPORTS

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes. Please see **“How to Submit Public Comments”** above.

- a. **Considering** – the IGBO Union response to the Don Fernando Pacheco Adobe Request for Proposals. **Report by Justin Ezell, Assistant City Manager.**

Action: Following a staff presentation, representatives from the IGBO Union were invited to present their proposal. After a question-and-answer period, several audience members spoke in support of both the IGBO Union and the proposal. The Committee directed staff to continue working with the IGBO Union to refine the proposal and to bring the revised version back for consideration at a future meeting. The meeting was then continued.

3. ADJOURNMENT – at 7:00 p.m.

NOTICE TO THE PUBLIC

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure §1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited by California law to raising only those issues you or someone else raised in the hearing or in a written correspondence delivered to the City Council prior to or at the hearing.

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Distribution: City Council
Valerie Barone, City Manager
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Justin Ezell, Assistant City Manager
Joelle Fockler, City Clerk



Staff Report

Date: December 1, 2025

To: Council Committee on Recreation, Cultural Affairs & Community Services

From: Justin Ezell, Assistant City Manager
Justin.Ezell@cityofconcord.org
(925) 671-3155

Subject: **Considering the IGBO Union response to the Don Fernando Pacheco Adobe Request for Proposals.**

Report in Brief

The City issued a Request for Proposals for the rehabilitation and adaptive reuse of the Don Fernando Pacheco Adobe and the adjoining acreage. One proposal was received from the IGBO Union of Northern California. This report provides background information, a summary analysis of the proposal, and recommended next steps before requesting that the respondent invest in the preliminary land use review process. The next steps before going before the full City Council for discussion include confirming Committee feedback, reviewing zoning and land use consistency, requesting supplemental materials from the respondent, and coordinating with Public Works regarding the maintenance yard currently located on the site.

Recommended Action

Receive the report and provide direction to staff regarding next steps, including whether to request zoning and operational information from the IGBO Union, initiate preliminary land use review, and begin coordination with the Public Works Department.

Background

The Don Fernando Pacheco Adobe (Adobe), constructed in 1844, is one of Concord's oldest structures. The Adobe is listed as a historic resource at the national level on the National Register of Historic Places, at the state level through the California Office of Historic Preservation, and at the local level as a designated historic City landmark. Located at 3119 Grant Street next to Hillcrest Park, the Adobe sits on a 1.4 acre historic site with an additional 3.7 acres of adjacent land.¹ The building requires significant

¹ See Attachment 2 for map of properties and zoning/land uses.

stabilization and preservation work to address long-term structural deterioration and support future public use.²

In September 2025, the City issued a Request for Proposals (Attachment 1) inviting qualified organizations to rehabilitate, adaptively reuse, and manage the Adobe and surrounding acreage consistent with Parks and Recreation zoning. The RFP seeks proposals that will preserve and restore the historic Adobe while creating publicly beneficial uses such as community gathering, cultural, educational, or recreational spaces on the site.

During this process, the City received notification that it was to receive two million dollars in state funding, facilitated by Assemblymember Anamarie Ávila Farías, would support critical stabilization work including foundation reinforcement, roof replacement, porch and structural repairs, and building envelope protection.

One proposal was submitted in response to the RFP by the IGBO Union of Northern California (Attachment 2).

Analysis

The IGBO Union is a nonprofit cultural organization representing 28 affiliated associations. The group is dedicated to promoting the unity and socio-economic advancement of the Igbo people while advocating for their overall well-being. Their proposal describes a two-part project: rehabilitation of the Adobe and development of a new multigenerational community facility on the adjacent land. The Adobe would be restored for use as a museum, interpretive center, cultural facility, and community gathering space. The proposed new building of approximately ten thousand square feet would include classrooms, an auditorium, meeting rooms, child care space, food service areas, and outdoor gathering areas.

The proposal includes financing through private debt, community fundraising, and the City's two million dollar grant. The project team includes architects, a preservation architect, engineers, landscape architect, and historic restoration contractors.

A rendering in the proposal shows the existing Public Works maintenance yard removed. This facility is used daily for storage, staging, and operational support. The proposal does not address how the maintenance yard functions would be replaced, relocated, or integrated into the new design. Coordination with Public Works will be required to understand operational needs, relocation feasibility, phasing, cost responsibilities, and how the facility must be accommodated or moved.

² 2023 Historic Structure and Needs Report:

<https://www.cityofconcord.org/DocumentCenter/View/11818/230119-Pacheco-adobe-FINAL-CHSR-complete>

Before requesting IGBO to begin a formal zoning compliance and land use review process, and before bringing the proposal to the full Council, staff seeks Committee feedback. If the Committee supports exploring this project further, the next step would be for the IGBO union to submit a detailed written description of the proposed uses and a Zoning Compliance Fact Sheet so staff can conduct a zoning review. This will require additional information about the use and a \$500 initial deposit, with review costs charged against the deposit and final costs based on actual City expenses. More information on proposed next steps are presented below.

Next Steps

1. Committee Review (occurring today)

The Recreation, Cultural Affairs, and Community Services Committee reviews the proposal, identifies areas requiring clarification, and confirms what information staff should request before initiating further review.

2. Request Supplemental Materials for Land Use and Zoning Review

If directed, staff will request the following from IGBO to support a preliminary zoning and land use review:

- A written description of proposed events and activities, including expected days of operation, hours, whether admission is charged, type of programming, and any use of amplified sound with estimated noise levels.
- A zoning compliance fact sheet explaining how proposed uses relate to existing zoning and deed restrictions.
- Simple diagrams of a site plan and floor plan showing existing and proposed structures and their intended uses.
- A planning consultation fee deposit of five hundred dollars and a Trust Account Agreement, as required for all deposit-based reviews.

3. Coordination with Public Works

IGBO will need to meet with Public Works to discuss operational needs for the existing maintenance yard, options for relocation or incorporation, phasing, cost implications, and responsibility for any required changes. This discussion is necessary before determining whether the proposal is feasible.

4. Land Use and Zoning Determination

Once supplemental information is provided, staff will evaluate whether the proposal is consistent with Parks and Recreation zoning and applicable deed restrictions. Staff will prepare findings and identify any unresolved issues.

5. Return to Committee

Staff will return to the Committee with findings from the zoning review and Public Works coordination. Additional information or revisions may be requested from IGBO at this stage.

6. Consideration by the City Council

If the Committee recommends moving forward, staff would take the proposal to the City Council. If Council directs staff to continue, staff would begin negotiating an Exclusive Negotiating Agreement to refine the project, verify financial capacity, outline public access and operations, and prepare for a potential future lease and development agreement which would be considered first by Committee and then the full City Council.

Financial Impact

There is no direct fiscal impact associated with receiving this report. If the Committee directs staff to initiate a preliminary zoning and land use review, the cost of staff time for this stage would be covered by the respondent through the required planning consultation fee deposit and Trust Account Agreement. Any City costs associated with future negotiations, review, or project planning would depend on the direction provided by the City Council and may involve additional respondent-funded deposits.

Public Contact

The Agenda was posted. The IGBO Union was invited to present its proposal to the Committee. This presentation is scheduled to last 10 to 15 minutes and is intended to provide a concise overview of the respondents proposal. Following the overview, representatives of the IGBO Union will be available to answer questions from the Committee members.

Additionally, the Concord Historical Society was invited to attend. If the proposal is found to meet allowable land uses and the Committee wishes to move it forward, a future step will be a neighborhood meeting facilitated by the IGBO Union to present the proposal and gather community feedback.

Attachments

1. Adobe RFP: https://www.cityofconcord.org/DocumentCenter/View/13937/Adobe-RFP_2025_Final
2. IGBO Union Proposal: <https://www.cityofconcord.org/DocumentCenter/View/14326/IGBO-UNION--Proposal-to-City-of-Concord>



Preliminary Application Checklist

PRELIMINARY APPLICATION PROCESS. Preliminary Application review is required to assist applicants through the development review process. Preliminary Application review helps applicants design projects in conformance with City plans and policies to improve chances of approval by the Planning Commission. It provides applicants with comments and/or direction to reduce the time and money spent revising plans to meet City standards before a formal application is submitted. Preliminary review helps to identify issues and potential conditions of approval which could be required for project approval.

The depth and accuracy of the City's comments depend on the extent and accuracy of the information provided. While the information required for a Preliminary Application is not as detailed as for a formal submittal, if the information submitted is not accurate or if critical details are not disclosed (such as slope constraints), the City's comments are likely to change as more information is disclosed. Applicants need to meet with Planning and Engineering staff, prior to preparing plans and submitting a Preliminary Application, to verify the General Plan designation, Zoning classifications and other Municipal Code requirements. Unless otherwise specified all Preliminary Applications require a site plan prepared by a Civil Engineer.

Preliminary Applications are scheduled for review by the Development Advisory Committee (DAC), which is comprised of City staff from Planning, Building, Engineering, Parks, Maintenance, and Police, within 30 days of submittal. DAC meets every two weeks and the agenda is set two weeks prior to give staff time to review the proposal and visit the site. At the time of submittal an Initial Neighborhood meeting and Conceptual Design Review (when required) will also be scheduled. After the DAC meeting, the Initial Neighborhood meeting and Conceptual Design Review, staff will transmit all comments and redlined plans to the applicant prior to a follow-up meeting with the applicant and the design team to discuss concerns. When possible, the formal application will be assigned to the Project Planner who reviewed the Preliminary Application.

SUBMITTAL REQUIREMENTS. The submittal requirements for a Preliminary Application are listed below. The information listed below is the minimum needed for review, but submittal of additional or more detailed information will enable staff to provide more detailed, project specific comments. If new information is presented later in the process, the Preliminary Application review comments may change significantly.

- APPLICATION FORM.**
- FILING FEE***. (See Fees and Charges Resolution for current year).

* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department**

Preliminary Application Checklist

- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- WRITTEN STATEMENT.** Describe the characteristics of the proposal and provide any other relevant information.
- TITLE REPORT.** Prepared within the past three months (two copies).

REQUIREMENTS FOR ALL PLANS. All plans shall:

- Be prepared, signed and stamped by licensed professionals.
- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets (if more than one sheet).
- Be submitted in collated sets folded to 8-1/2" x 11" (if more than one sheet).
- Be numbered in proper sequence (if more than one sheet).

The following physical (hard copy) plan sets are required:

- 1 set full size 24" x 36"
- 2 sets reduced to 11" x 17"

- SITE PLAN.** Prepared, signed and stamped by a licensed Civil Engineer, drawn at 1"=20' scale, showing lot area (net and gross), preliminary topography and grading information, dimensions of property lines, easements, setbacks, existing and proposed structures, driveways, adjacent streets and public improvements (curb, sidewalk, landscape strip and any area proposed for dedication), parking, the location, size and species of all trees over 4" in diameter, and preliminary drainage information (spot elevations, pad elevations, existing catch basins).
- CROSS-SECTIONS.** A minimum of two cross-sections drawn at 1"=20' scale, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets or to a minimum of 50 feet onto adjacent properties or nearest off-site structure, showing existing topography, proposed grades, existing and proposed structures, fences, walls and property lines. Section locations shall be shown on the site plan.
- BUILDING ELEVATIONS.** Plans shall be drawn by a licensed Architect at 1/8"=1' minimum scale and fully dimensioned (vertically and horizontally) for all four sides of buildings, showing pertinent details such as materials, colors and building features. Plans should not include superimposed trees that hide the buildings for artistic purposes.
- FLOOR PLANS.** Plans shall be drawn at 1/8"=1' scale and consistent with the elevations.
- CONCEPTUAL LANDSCAPE PLAN.** Plan shall be drawn by a licensed Landscape Architect, on a plan consistent with the civil site plan, at 1"=20' minimum scale, showing existing trees and vegetation, trees to be saved and removed, proposed landscape areas, hardscape, stormwater treatment areas, preliminary plant palette, and other pertinent information.
- STORMWATER CONTROL PLAN.** Required if the project creates or replaces more than 10,000 sq. ft. of impervious area, or 5,000 square feet for auto service facilities, retail gasoline outlets, restaurants and uncovered parking lots, including the following: (all numbers given in sq. ft.).

Preliminary Application Checklist

- Site size.
- Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.).
- Impervious surface are created, added or replaced.
- Total impervious surface area (existing impervious area to remain and proposed impervious area).
- Percent increase/replacement of impervious area surface area (new impervious surface area/existing impervious surface area multiplied by 100).
- Estimated area of land disturbance during construction (including clearing, grading or excavating).
- Delineate and label the tributary areas and proposed BMPs.
- Provide a table listing the tributary areas and associated BMPs (insure that all tributary areas drain to associated BMPs).
- Insure compliance with the proper sizing factors (4% minimum).

See Stormwater Control Plan Application Checklist for all items to be required with formal application. Refer to Stormwater C.3 Guidebook for additional guidance on plan preparation <http://www.cityofconcord.org/pw/stormwater/stormwaterC3guidebook3rd.pdf>.

- PHOTOS.** Several photos of the project site and surrounding properties, with location identified.
- HAZARDOUS WASTE AND SUBSTANCES STATEMENT.** Provide a statement on whether the project has been listed on any Hazardous Waste and Substances Sites Lists, consolidated by the State of California, Environmental Protection Agency (Cortese List).
- PARKING IMPACT STUDY:** Except as noted below, for all projects that do not provide the required number of parking spaces pursuant to Concord Development Code Section 18.160.040, the applicant shall pay for a parking impact study prepared by the City’s consultant. Prior to filing your application, contact Transportation staff at transportationplanning@cityofconcord.org to determine the scope and cost of the study, and provide a deposit and Trust Account Agreement as directed by Transportation staff. The study must be completed, accepted by Transportation staff, and submitted to the project planner prior to the application being deemed complete. **Exceptions:** This requirement does not apply to “housing development projects” as defined in Govt. Code Section 65589.5(h) that are located within one-half mile of a BART station and that (a) have fewer than 20 units or (b) dedicate at least 20 percent of the total units to very low, low-, or moderate-income households, students, the elderly, or persons with disabilities.
- OTHER INFORMATION.** _____

Preliminary Application Checklist

FOR INITIAL MEETING

CHECKLIST REVIEWED ON _____ PROJECT NAME _____

STAFF PLANNER _____

STAFF ENGINEER _____

PROJECT APPLICANT _____

FOR STAFF USE ONLY

FILE NUMBER _____ ASSOCIATED FILES _____

PLANNER _____ DATE _____

PROJECT ADDRESS _____

GENERAL PLAN _____ **ZONING** _____