



**August 4, 2025**

**TO:** Applicant and Adjacent Property Owners/Residents

**FROM:** Eric Lee, Project Planner

**SUBJECT:** Notice of Intent to Approval Planning Applications at 2324 Shasta Drive for the Heather Glen Apartments Community Building, Apartment Renovations, and Site Upgrades

**FILE NO.:** Planning Application #25-10 for Design Review #06-25 and Minor Modification #03-25 and Planning Application #25-11 for Design Review 07-25 and Minor Modification #04-25

---

This notice is to inform you of the Community Development Department's intent to administratively approve an Extension for the following project:

**Project Summary:** New 2,406 square foot community building, bedroom additions for seven ADA mobility unit conversions, apartment renovations, site accessibility upgrades, and site improvements.




**Project Location:** 2324 Shasta Drive (Heather Glen Apartments)

**Project Applicant:** Community Housing Opportunities Corporation  
5030 Business Center Dr. #260, Fairfield, CA 94534

<b>Project Data:</b>	Lot Size	4.4 acres
	Existing Apts.	62 units
	New Community Bldg.	2,406 sf
	Bedroom Additions	658 sf
	Parking	136 spaces
	Lot Coverage	25%

### **Project Description**

The applicant is requesting approval of planning applications for a Design Review and Minor Modification to the Final Planned Development for a new 2,406 square foot community building, seven new bedrooms for ADA mobility unit conversions, apartment renovations and site improvements. The community building will include an activity room, kitchen, offices, maintenance shop, and outdoor patio. Exterior materials will be

530-757-5610 | @CityofDavis     
Department of Community Development  
23 Russell Boulevard, Suite 2, Davis, CA 95616

[CITYOFDAVIS.ORG](http://CITYOFDAVIS.ORG)

cementitious horizontal siding and board and batten, and standing seam metal roof. The tot lot play area will remain and be upgraded.

New ground floor bedrooms will be added to seven units and include interior improvements to convert them to seven ADA mobility units with 3 bedrooms/2 bathrooms with new patios. The additions will be consistent with the design and materials of the existing apartments. The total number of units and parking spaces will remain the same. The project also includes repairs and renovations to the apartment buildings, energy efficiency upgrades, site improvements for landscaping, lighting, accessibility upgrades to the site and parking, and other site improvements. The project will comply with applicable standards and requirements.

Planning applications for this proposal were previously approved in 2021, but the approvals expired, requiring a new application submittal. The proposal has not changed from the previously approved project.

#### **Environmental Determination:**

The proposed project is categorically exempt from further environmental review pursuant to CEQA Section 15301, which exempts alterations and additions to existing facilities, Section 15303, which exempts new construction of accessory structures, and Section 15304, which exempts minor alterations to land.

#### **Administrative Procedure**

Under the provisions of the City's Zoning Ordinance, the Community Development Director is allowed to administratively approve certain types of projects without a public hearing. However, before approval is given, there will be a **10-day comment period beginning on August 8, 2025 and ending on August 18, 2025**. This comment period will enable you to bring your comments or questions to the attention of the Community Development Department. No appeal form or fee is required and you may correspond orally or in writing. If you have any questions about the project or the process, please contact the project planner, Eric Lee, at (530) 757-5610 ext. 7237; or via email at [elee@cityofdavis.org](mailto:elee@cityofdavis.org).

Unless the department receives information which, in its judgment, warrants that a public hearing be held, the project will be approved. **An appeal period will commence on August 19, 2025 and will close at 5:00 p.m. on August 28, 2025**. If you wish to appeal the approval, thereby requesting a public hearing to be held on this project, an appeal application accompanied by a written statement of the grounds for the objection, along with a fee of \$262 must be received prior to the end of the appeal period.

This approval does not allow for any additions or other improvements to the exterior of the building beyond those proposed in this application. If the applicant wishes to make changes beyond those in this application, a subsequent design review application shall be submitted to the Community Development Department.

You will not receive any further notice unless an appeal is filed and a public hearing is scheduled.