


MEMORANDUM
City of Lancaster, California

Date: June 7, 2006

To: Engineering Staff, Developers and Private Engineers

From: James R. Williams, Director of Public Works 

Subject: **Public Improvements and Occupancy**

For many months the City of Lancaster has been working with the building community to encourage Developers to complete the off-site public improvements in a timely manner. Unfortunately, these efforts have not produced the desired results and the impact to the residents of Lancaster has remained a significant concern. In the recently completed Citizen Satisfaction Survey, traffic and construction zones were identified as concerns.

In order to remedy this situation, as of April 1, 2006, the City of Lancaster will not grant occupancy for any single family residential homes without 100 percent of the required off-site public improvements being completed to the satisfaction of the City. The only routine exception to this requirement will be for the model homes constructed with the project. Model homes will still be subject to the current requirements for access and fire protection prior to occupancy.

Our intent is to minimize the impact of development on all citizens in Lancaster; this is necessary to better safeguard the safety of our citizens who are using the public right of way.

It is clearly understood that circumstances beyond our collective control will on occasion delay progress. Under such circumstance we will work individually with the impacted developer/builder toward a new goal.

Specifically, when a developer/builder believes a particular project is experiencing an uncontrollable delay, I encourage the developer/builder to present to my subdivision oversight staff evidence to support the circumstances. My staff will evaluate the developer/builder's request for relief and make a recommendation to me. I retain full and exclusive authority to decide when a developer/builder has applied satisfactory planning and execution effort to meet the objective. I will not entertain requests for review directly from the developer/builder; the requests must be presented to the City's subdivision section and they will discuss each case with me for my direction.

Coordination with the utility companies is critical to the completion of the perimeter streets. In discussions with Southern California Edison (SCE), it was determined that in order to allow SCE to begin designing the undergrounding and relocation of their existing facilities, they need the approved street improvement and street lighting plans. It is strongly recommended that the developers submit plans for the off-site perimeter street improvements and street lighting prior to submitting any other plans. Getting these critical plans approved and submitted to SCE should

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ensure that the existing facilities can be relocated earlier in the construction process and not create unnecessary delays in the completion of the street improvements.

I expect our developer/builders in full faith effort to plan well, design early, schedule project phasing to attain 100% off-site improvements, coordinate early with the utilities, contract with those who will honor schedules, and seek alternatives when progress begins to lag on the planned schedule.