



# County of Santa Cruz

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## PLANNING DEPARTMENT

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ALVIN D. JAMES, DIRECTOR

September 20, 1999

Agenda: September 28, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### **PLANNING DEPARTMENT ADVANCED PLANNING WORK PROGRAM FY 1999-2000**

Members of the Board:

Each year, your Board reviews and approves the Work Program for the Advanced Planning Section of the Planning Department. The purpose of this review is for your Board to establish priorities and provide direction for various planning studies, special projects, and the development or revision of land use policies. In turn, the Planning Department allocates its limited resources for policy work in accordance with the approved Work Program.

#### **Fiscal Year 1998-99 Work Program**

On October 6, 1998, your Board approved the 1998-99 Work Program for the Planning Department's Advanced Planning Section. This Work Program included tasks covering a wide range of topics, from timber harvesting regulations to housing to non-conforming uses. A list of completed 1998-99 Work Program tasks is included as Attachment 1. Most notable of these is the processing of the timber harvesting regulations, various General Plan/Zoning corrections, the amendments to Chapter 17.10, the development of the RV Park Conversion Ordinance and the completion of the amendments to the Geologic Hazards Ordinance.

As reported to your Board on February 23, 1999, the Department's Work Program was affected by the requirements of the U. S. Census Bureau in preparation for the 2000 Census. Staff was required to prepare block, tract and County division population forecasts and to re-designate the boundaries of the blocks, tracts, etc. to conform to population ranges established by the Census Bureau. This task required an extensive commitment of staff time for several months to meet the exacting standards of the Census Bureau. In addition, County staff was designated as the coordinator for all of the cities' changes to their tracts and blocks.

## **Fiscal Year 1999 - 2000 Work Program**

The proposed Advanced Planning Work Program for Fiscal year 1999-2000 (Attachment 2) includes a number of on-going tasks, continuing projects, recommended new projects, and a priority project, the development of a 'community plan' for the **Seacliff** area, which your Board directed be included in the proposed Work Program. A description of the recommended Work Program tasks and projects is presented below.

On-going Tasks (tasks which the Advanced Planning Section performs on an as-needed or regular basis)

- General Plan Consistency Review of Development Applications - staff review of project applications for large projects (subdivisions, commercial, etc) or where a rezoning and/or General Plan amendments is requested
- General Plan/Local Coastal Program Amendment Rounds Coordination - processing of General Plan/Local Coastal Program amendments, including preparation of submittals to the California Coastal Commission
- Annexation Review/Inter-agency LAFCO coordination - review of all annexations before LAFCO
- Historic Resource Commission - staff prepares agenda materials, responds to Commission requests, and processes all Commission paperwork
- Landscaping - project review - review of landscape plans for large residential and commercial projects
- Inter-agency Technical Advisory Committee - participation in monthly meeting of advisory body to the Santa Cruz County Regional Transportation Commission
- Census Questions - responding to demographic inquiries from the public and other County agencies
- Monterey Bay National Marine Sanctuary Scenic Trail Sub-committee - participation in inter-agency trail planning committee, including administration of grants for development of sanctuary access
- Growth Report - annual report regarding the growth goals for the coming year, including a recommended growth rate and a building permit allocation to implement that rate

Continuing Projects (projects previously assigned by your Board)

- Measure C Report - the "decade of the Environment" ordinance required annual and end-of-decade reports assessing the progress in meeting the goals of the Measure;
- Davenport Commercial Area Assistance - limited staff assistance to town planning group
- Census 2000 - major mapping revision and participation in complete count activities
- Timber Harvesting Ordinances - processing of ordinances governing the location of timber harvesting
- Forest Practice Rules Changes - processing the proposed changes to the Forest Practice Rules by the Board of Forestry
- Corralitos Community Plan - preparation of a community plan, including specific measures to preserve the character of Corralitos and provide for the needs of its citizens

- Farmland Security Ordinance - preparation of final ordinance to implement the State law
- Rural Rezoning/Highway 9 pilot study - final rezonings to bring the zoning in the rural area into conformance with the General Plan and a special program to study the existing land uses, zoning and General Plan designations along the Highway 9 corridor
- Non-conforming non-residential uses - continuation of project from 1998-99 to revise the County's non-conforming uses ordinance
- Landscape Criteria Revisions - project to revise the Landscape Criteria for low-water usage and improved design

#### Recommended New Projects

- Castro Adobe Use Study - a grant-funded study of the potential uses of the Castro Adobe
- Felton Grove FEMA grant ordinance amendments - this project, if it is found to be necessary, would involve creating special site standards for the Felton Grove area so that the flood-proofing retrofit can proceed
- Via Gaviota amendments - special site standards to recognize existing developed subdivision
- Historic Designation revisions - prepare and process ordinance amendments to correct in accurate zoning and historic designations
- Seacliff Community Plan - the priority project, this project will result in a plan for the land use and design for the Seacliff community
- Open Space Easement Policy - add policy to General Plan limiting the removal of Open Space Easement contracts to entire, legal parcels of record

The Housing Work Program is presented as a separate document (Attachment 3) as it includes those tasks to be addressed by the Housing Manager in the coming year. In the coming year, the RV park conversion ordinance and updates to the 1994 Housing Element will be completed. New work tasks include those necessary to implement the certified Housing Element.

#### Discussion/Recommendation

The recommended Work Program complies with your Board's direction regarding specific projects. As indicated in the attached Work Program, most of the Advanced Planning Section's work for the first three (+) quarters will be focused on the **Seacliff** Community Plan, timber harvesting regulations and a number of on-going tasks. The on-going tasks that will continue to be worked on include annexation review, project review, Local Coastal Program amendment Rounds coordination, the annual growth report, Historic Resource Commission **staffing**, and limited staff support for the Davenport town planning. Reduced time will be allocated to the Corralitos Community Plan and the Monterey Bay National Marine Sanctuary trails planning effort until the **Seacliff** Community Plan is completed. Following completion of the **Seacliff** Community Plan and the hiring of the new Housing Planner (January), work on the rural rezoning projects will recommence, the Corralitos Community Plan will be completed, and work on a number of continuing projects will proceed. The Work Program also lists a number of tasks and projects which must be deferred until FY 2000-01, including the Right-to-Farm ordinance, the

agricultural support facilities study, the groundwater policy review and sound wall policy review requested by the Planning Commission.

It is, therefore, RECOMMENDED that your Board:

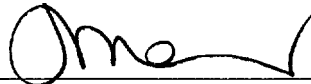
1. Approve the Planning Department's Advanced Planning and Housing Work Programs as presented in Attachment 2 and 3, respectively.

Sincerely,



Alvin D. James  
Planning Director

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

- Attachments:
1. 1998-99 Advanced Planning Work Program - Completed Tasks
  2. 1999-2000 Advanced Planning Work Program
  3. 1999-2000 Housing Work Program

cc: County Counsel

# FY 1998-99 WORK PROGRAM STATUS SUMMARY

## WORK TASK

## STATUS

### TIMBER

Timber Harvesting Ordinances (preparation of the two sets of ordinances, CEQA review, Planning Commission public hearing, Board of Supervisors' public hearing, and initial Coastal Commission review completed in FY 1998-99; final review by Coastal Commission on July 14; scheduled for Board hearing on November 9, 1999) SCHEDULED

Forest Practice Rules (FPRs) Amendments (1998 Forest Practice Rules approved by Board of Forestry on November 3, 1998, Office of Administrative Law accepts changes July 1, 1999, 1998 FPRs effective January 1, 2000; 1999 FPRs prepared and adopted by Board in January 1999, submitted to Board of Forestry in February, scheduled for public hearing on September 14, 1999) SCHEDULED

### HOUSING

Chanter 17.10 amendments - transfer of credit (Ordinance amendments to eliminate transfers of credit in favor of in lieu fees approved by Board) COMPLETED

Conversion of Trailer Parks to MHP's (Ordinance amendment to allow the conversion of travel trailer/recreational vehicle parks to permanent occupancy developed; conceptual approval by Board of Supervisors in May 1999; scheduled for CEQA in June) SCHEDULED

Chapter 12.06 (Ordinance amendment for consistency with State law approved by Board and Coastal Commission; ordinance implemented) COMPLETED

# FY 1998-99 WORK PROGRAM STATUS SUMMARY

## GENERAL PLAN POLICY AND MAINTENANCE

General Plan Policy amendments to address urban densities in rural areas (Policy approved by Board of Supervisors and Coastal Commission; policy implemented) COMPLETED

Non-conforming Residential Uses Ordinance/Policy Amendments, including language for guest house “grand-fathering” (General Plan policy and zoning ordinance amendments regarding non-conforming uses in general and residential non-conforming uses; Historic Resources Commission review; Board of Supervisors and Coastal Commission hearings held; amendments implemented) COMPLETED

Geologic Hazards Ordinance Amendments Support/General Plan Policy changes (General Plan policy and ordinance amendments regarding geologic hazards prepared; CEQA review completed; Planning Commission, Board of Supervisors and Coastal Commission hearings held; amendments implemented) COMPLETED

Volume II corrections, including “ADU” and “second units”(Ordinance amendments approved by Board of Supervisors and Coastal Commission; policy implemented) COMPLETED

St. Francis GPA (General Plan policy to allow sewer service to the St. Francis subdivision prepared; CEQA review completed; Planning Commission and Board of Supervisors hearings held; amendments implemented) COMPLETED

General Plan corrections:  
-‘Silver Spur’ (General Plan Land Use Plan amendment and rezoning correction to change land use designation from residential to C-2; Board of Supervisors hearing held; amendments implemented) COMPLETED

Corralitos Town Plan (Initial review of plan underway by community groups; final draft and formal community review to be scheduled) ON-GOING

## FY 1998-99 WORK PROGRAM STATUS SUMMARY

<u>Casserty Road Scenic Road Amendment</u> (General Plan policy to amend scenic corridor designation on a portion of Casserty and Mt. Madonna Roads; CEQA review completed; Planning Commission and Board of Supervisors hearings held; amendments implemented)	COMPLETED
<u>Monterey Bay National Marine Sanctuary Trail Master Plan</u> (Chair and staff of committee to plan and develop an interpretative pedestrian/bicycle trail around the Bay)	<u>ON-GOING</u>
<u>Census 2000</u> (Significant work product required by US Census Bureau to forecast population in each tract, block and County area and, then, redraw the blocks, tracts, etc to conform to population ranges)	<u>COMPLETED/ON-GOING</u>

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

0214

TASK	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
JULY-SEPT 1999	On-going	On-going	On-going	On-going
OCT-DEC 1999	On-going	On-going	On-going	On-going
JAN-MARCH 2000	On-going	On-going	On-going	On-going
APRIL-JUNE 2000	On-going	On-going	On-going	On-going

ON-GOING TASKS

General Plan Consistency Review 03 Development Applications	On-going	On-going	On-going	On-going
General Plan/Local Coastal Program Amendment Rounds Coordination	On-going	On-going	On-going	On-going
Annexation Review/ Inter-agency LAFCO coordination	On-going; coordinate annexation reviews with Coastal Commission and annexing entities (Santa Cruz, Watsonville, etc.)	On-going; see 1 <sup>st</sup> quarter description	On-going; see 1 <sup>st</sup> quarter description	On-going; see 1 <sup>st</sup> quarter description
Historic Resource Commission staff	On-going	On-going	On-going	On-going



ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

TASK	JULY-SEPT 1999	OCT-DEC 1999	JAN-MARCH 2000	APRIL-JUNE 2000
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter

Landscaping - project review	On-going/as needed	On-going/as needed	On-going/as needed	On-going/as needed
Inter-agency Technical Advisory Committee	On-going	On-going	On-going	On-going
Census Questions	On-going/as needed	On-going/as needed	On-going/as needed	On-going/as needed
Monterey Bay Nat'l Marine Sanctuary Scenic Trail Sub- committee	On-going; administration of grants for development of sanctuary access	On-going; administration of grants for development of sanctuary access (limited to 8 hours/month)	On-going; administration of grants for development of sanctuary access (limited to 8 hours/month)	On-going; administration of grants for development of sanctuary access (limited to 8 hours/month)

**CONTINUING PROJECTS**

Measure C Report	Collect information from agencies; in conjunction with CAO, prepare and present "State of Decade Report" to Board of Supervisors (9/21)	Future work dependent on BOS review	Future work dependent on BOS review	Future work dependent on BOS review
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ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

TASK	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Davenport Commercial Area Assistance	Provide planning assistance to town association (4 hours/month)	Provide planning assistance to town association (4 hours/month)	Provide planning assistance to town association (4 hours/month)	Provide planning assistance to town association (4 hours/month)
Census 2000	Major work item to prepare maps for April 2000 Census; participate in complete count committee	participate in complete count committee	participate in complete count committee	---
Timber Harvesting Ordinances	July 14 - Coastal Commission action on policy and ordinance amendments August 24 - BOS review of status of all proposed regulations	November 9 - Board of Supervisors public hearing on policy/ordinance amendments approved by Coastal Commission, including consideration of BOF actions	Future work dependent on BOS action	Future work dependent on BOS action
Forest Practice Rules Changes (1999)	August 30,31 - Board of Forestry committee meetings on Co.'s proposed Forest Practice Rules September 14 - public hearing on Co.'s proposed FPR's	see above	Future work dependent on BOS action	Future work dependent on BOS action



0217

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

41

TASK	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
	JULY-SEPT 1999	OCT-DEC 1999	JAN-MARCH 2000	APRIL-JUNE 2000
2000 Growth Report	Complete report for Board preliminary action (9/28)	CEQA, Planning Commission and Board action	Monitoring	Monitoring
Corralitos Community Plan	Finalize draft plan; begin community review process	community review; revisions to plan	community meetings; CEQA review	Planning Commission hearing
Farmland Security Ordinance	Process ordinance amendments	Process ordinance amendments		
Rural Rezoning - Aptos Aptos Hills, Eureka Canyon, Carbonera, Soquel, Salsipuedes, Summit Skyline, Highway 9 pilot study	-----	----	Identify/map parcels	prepare ordinance; prepare notification materials; Planning Commission hearing
Highway 9 pilot study			Identify/map parcels	meet with property owners; develop plan for corridor section; prepare ordinances; prepare notification materials
Non-conforming non-residential sases		---		prepare ordinance for BOS conceptual review

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

0218

TASK	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
LANDSCAPE CRITERIA	---	---	---	Review Landscape Criteria for possible revisions to improve planting density and coverage

RECOMMENDED NEW PROJECTS

FELTON GROVE FEMA grant ordinance amendments	---	---	(policy and ordinance amendments, if necessary, to assist Felton Grove residents in the implementation of the FEMA grant)	---
Castro Adobe Use Study (grant)	BOS to accept grant; begin RFP process	award contract; work commences on study;	study reviewed by HRC; presented to BOS	---
Via Gaviola amendments	---	---	develop policy/ordinance language for BOS review; CEQA review	Planning Commission/BOS hearings, submitted to CCC
Historic Designation revisions	---	---	Identify properties; prepare ordinance;	Historic Resources Commission review; Planning Commission review

# ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

**TASK**                      **JULY-SEPT 1999**                      **OCT-DEC 1999**                      **JAN-MARCH 2000**                      **APRIL-JUNE 2000**  
 1<sup>st</sup> Quarter                      2<sup>nd</sup> Quarter                      3<sup>rd</sup> Quarter                      4<sup>th</sup> Quarter

<u>Seacliff Community Plan</u>	BOS reviews options (8/1/0); interim ordinance adopted (8/1/0); Community Plan authorized; work plan developed; fiscal resources assessed	<ol style="list-style-type: none"> <li>Define scope of work</li> <li>Initiate park needs assessment by POSCS</li> <li>Initiate community plan development, including 4-6 community meetings</li> </ol>	Continue community plan development process; conceptual Plan to BOS March 7, 2000; formal processing initiated (CEQA, PC, BOS, CCC)	processing of plan continues
<u>Open Space</u> <u>Basement Policy</u>	—	—	—	Develop policy language to <u>limit open space easement</u> rescissions to whole parcels

### DEFERRED TASKS

<u>Ag Support facilities</u> <u>Design Guidelines amendments</u> <u>Groundwater policy</u> <u>"Right-to-Farm" ordinance</u> <u>Coastal de minimus</u> <u>Parking Ordinance for ADA compliance</u> <u>Sound walls</u>	<u>study potential changes to existing ordinances to address current agricultural industry amend landscape criteria</u> <u>address BOS concerns, in conjunction with the Water Resource staff, over non-residential uses and groundwater recharge policies</u> <u>prepare/integrate RTF ordinance into Ag Preservation ordinance</u> <u>add language as allowed by State law to simplify certain Coastal permits</u> <u>amend parking ordinance to reflect latest ADA standards</u> <u>policy/ordinances regarding sound walls and residential development</u>
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HOUSING WORK PROGRAM - FY 1999-2000

PROPOSED

TASK	JULY-SEPT 1999 1 <sup>ST</sup> QUARTER	OCT-DEC 1999 2 <sup>ND</sup> QUARTER	JAN-MAR 2000 3 <sup>RD</sup> QUARTER	APRIL-JUNE 2000 4 <sup>TH</sup> QUARTER
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1994 Housing Element	BOS conceptual review, Environmental Review, Housing Advisory Commission review	Planning Commission and Board of Supervisors review; Housing and Community Development review	Implementation; begin developing and processing specific changes to policies, procedures and ordinances	2002 Housing Element Update (due 6/30/2002)
Conversion of Trailer Parks to Permanent Occupancy Parks	Process ordinance/policy amendments	Process ordinance/policy amendments; Board of Supervisors review on November 9, 1999; transmit to Coastal Commission; begin implementation outside of Coastal zone	Coastal Commission review; implementation outside of Coastal Zone	County-wide implementation
Second Unit Model Program	Plan & develop the program and its implementation and evaluation	Implementation	Implementation	On-going
Housing Advisory Commission staff	On-going	On-going	On-going	On-going
Measure J Housing Duties	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring

0221

## HOUSING WORK PROGRAM - FY 1999-2000

PROPOSED

<b>TASK</b>	<b>JULY-SEPT 1999</b>	<b>OCT-DEC 1999</b>	<b>JAN-MAR 2000</b>	<b>APRIL-JUNE 2000</b>
	<b>1<sup>st</sup> QUARTER</b>	<b>2<sup>nd</sup> QUARTER</b>	<b>3<sup>rd</sup> QUARTER</b>	<b>4<sup>th</sup> QUARTER</b>

<u>Second Unit Housing Duties</u>	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring
<u>Housing Development Review</u>	Provide input on affordable housing requirements	Provide input on affordable housing requirements	Provide input on affordable housing requirements	Provide input on affordable housing requirements
<u>4-County Farmworker Housing Task Force</u>	Attend quarterly meetings	Attend quarterly meetings	Attend quarterly meetings	Attend quarterly meetings
<u>Congregate Care/Assisted Care Facilities Policies and Ordinance amendments</u>	Monitor; notify Board of Supervisors of any applications	Monitor; notify Board of Supervisors of any applications	Monitor; notify Board of Supervisors of any applications	Commence project; initiate policy research; survey other jurisdictions
<u>Inclusionary Housing Policies</u>			update Guidelines to change income and rent limits	Begin developing work plan for FY2000-1 to evaluate and update the inclusionary housing program

TASK	JULY-SEPT 1999 1 <sup>st</sup> QUARTER	OCT-DEC 1999 2 <sup>nd</sup> QUARTER	JAN-MAR 2000 3 <sup>rd</sup> QUARTER	APRIL-JUNE 2000 4 <sup>th</sup> QUARTER
Farmworker Housing Study (Phase II) Implementation	Continue to provide staff liaison/application materials and information	Continue to provide staff liaison/application materials and information	Continue to provide staff liaison/application materials and information	Continue to provide staff liaison/application materials and information; commence process to amend GP to amend policies and Chapter 17.10 to direct in lieu funds to very and very, very low income households
Mixed Use Development		Monitor opportunities and provide input	Monitor opportunities and provide input	Monitor opportunities and provide input

HOUSING WORK PROGRAM - PW 1999-2000

PROPOSED