



County of Santa Cruz

0427

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	
<u>Timber Harvesting Ordinances</u> (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
<u>Forest Practice Rules (FPRs) Amendments</u> (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	
<u>Chapter 17.10 amendments - transfer of credit</u> (Ordinance amendments to eliminate transfers of credit in favor of in lieu fees approved by Board)	COMPLETED
<u>Conversion of Trailer Parks to MHP's</u> (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
<u>Chapter 12.06</u> (Ordinance amendment for consistency with State law approved by Board and Coastal Commission; ordinance implemented)	COMPLETED

FY 1998-99 WORK PROGRAM STATUS SUMMARY

0212
0432

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

0433

Casserty Road Scenic Road Amendment (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

Monterey Bay National Marine Sanctuary Trail Master Plan
(Chair and staff of committee to plan and develop an interpretative pedestrian/bicycle trail around the Bay)

ON-GOING

Census 2000 (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)

COMPLETED/ON-GOING

Revised 2/14

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ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

TASK

JULY-SEPT 1999

OCT-DEC :1999

JAN-MARCH 2000

APRIL-JUNE 2000

4th Quarter

3rd Quarter

2nd Quarter

1st Quarter

ON-GOING TASKS

General Plan	On-going	On-going	On-going	On-going	On-going
Consistency	On-going	On-going	On-going	On-going	On-going
Review 03	On-going	On-going	On-going	On-going	On-going
Development	On-going	On-going	On-going	On-going	On-going
Applications	On-going	On-going	On-going	On-going	On-going
General Plan/Local	On-going	On-going	On-going	On-going	On-going
Coastal Program	On-going	On-going	On-going	On-going	On-going
Amendment	On-going	On-going	On-going	On-going	On-going
Rounds	On-going	On-going	On-going	On-going	On-going
Coordination	On-going	On-going	On-going	On-going	On-going
Annexation	On-going; coordinate	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter
Review/	On-going; coordinate	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter
Inter-agency	On-going; coordinate	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter
LAFCO	On-going; coordinate	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter	On-going; see 1 st quarter
Historic Resource	On-going	On-going	On-going	On-going	On-going
Commission staff	On-going	On-going	On-going	On-going	On-going

revised 2/15

0435

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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TASK	JULY-SEPT 1999				OCT-DEC 1999				JAN-MARCH 2000				APRIL-JUNE 2000			
	1 st Quarter				2 nd Quarter				3 rd Quarter				4 th Quarter			
Landscaping - project review	On-going/as naapaa	On-going	On-going	On-going	On-going/as naapaa	On-going	On-going	On-going	On-going/as naapaa	On-going	On-going	On-going	On-going/as naapaa	On-going	On-going	On-going
	Inter-agency	Technical Advisory	Committee													
	Census Questions	Monterey Bay	Nat'l Marine	Sanctuary Scenic	Trail Sub-	committee										
	On-going; administration 03 grants for development 03 sanctuary access	On-going; administration 03 grants for development 03 sanctuary access	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going/as naapaa	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going/as naapaa	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)	On-going; administration 03 grants for development 03 sanctuary access (limited to 8 hours/month)
Measure C Report	Collect information from agencies; in conjunction with CAO, prepare and present "State of Decade Report" to Board 03 Supervisors (9/21)	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review	Future work dependent on 80S review

CONTINUING PROJECTS

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revised

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ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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

Davenport	Provide planning assistance to	Provide planning assistance to	Development of Davenport	Development of Davenport
Commercial Area	town association	town association	Town Plan commences; initial scoping and plan	Town Plan continues
Assistance			organization meetings scheduled	
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	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
Ordinances				

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ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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

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
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 Salispuedes, Summit, Skyline.			Identify/map parcels	prepare ordinance; prepare notification materials; Planning Commission hearing

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revised

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ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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

Highway 9 pilot study			Identify/map parcels	meet with property owners; develop plan for corridor section; prepare ordinances; prepare notification materials
Non-conforming	---	---	---	prepare ordinance for BOS
non-residential				conceptual review
us				
Landscaping Criteria		---	---	Review Landscaping Criteria for possible revisions to improve planting density and coverage
Revisions				
Live Oak Community Plan				Revise draft Community Plan
RECOMMENDED NEW PROJECTS				
Felton Grove	---			(policy and ordinance amendments, if necessary, to assist Felton Grove residents in the implementation of the FEMA grant)
FEMA grant				---
ordinance				
amendments				

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 revised
 0439

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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TASK	JULY-SEPT 1999	OCT-DEC:1999	JAN-MARCH2000	APRIL-JUNE2000
1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	

Castro Adobe Use	BOS to accept grant; begin RFP process	award contract; work commences on study;	study reviewed by HRC; presented to BOS	---
Study (grant)				
Via Gaviota			develop policy/ordinance language for BOS review; CEQA review	Planning Commission/BOS hearings, submitted to CCC
amendments				
Historic				Identify properties; prepare ordinance; Historic Resources Commission review; Planning Commission review
Designation				
revisions				
Seacliff	BOS reviews options (8/10); interim ordinance adopted (8/10); Community Plan authorized; work plan developed; fiscal resources assessed	1. Define scope of work 2. Initiate park needs assessment by POSCS 3. Initiate community plan development, including d-6 community meetings	Continue community plan development process; conceptual Plan to BOS March 7, 2000; formal processing initiated (CEQA, PC, SOS, CC)	processing 02 plan continues
Community Plan				
Open Space	---	---	---	Develop policy language to limit open space easement
Easement Policy				rescissions to whole parcels

revised 2/19a

0440

ADVANCED PLANNING WORK PROGRAM FY 1999-2000 PROPOSED

REVISED ATTACHMENT 2

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

Ordinance Amendments: Submittal requirements and amendment processing	—	Develop ordinance amendments (and any necessary General Plan amendments) regarding minimum application requirements for development permits and subdivisions; and revised regulations regarding the processing of amendments and exceptions; conceptual ordinances presented to BOS	CEQA and PC review	BOS hearings, submitted to California Coastal Commission

DEFERRED TASKS

Ag Support facilities Design Guidelines amendments Groundwater policy	"Right-to-Farm" ordinance Coastal de minimus Parking Ordinance for ADA compliance Sound walls	study potential changes to existing ordinances to address current agricultural industry amend landscape criteria address BOS concerns, in conjunction with the Water Resource staff, over non-residential uses and groundwater recharge policies prepare/integrate RLF ordinance into Ag Preservation ordinance add language as allowed by State law to simplify certain Coastal permits amend parking ordinance to reflect latest ADA standards policy/ordinances regarding sound walls and residential development
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020

044

HOUSING WORK PROGRAM - FY 1999-2000

PROPOSED

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TASK

JULY-SEPT 1999
1st QUARTER

OCT-DEC 1999
2nd QUARTER

JAN-MAR 2000
3rd QUARTER

APRIL-JUNE 2000
4th QUARTER

1994 Housing Element		BOS conceptual review, Environmental Review, Housing Advisory Commission review	Planing Commission and Board 03 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)		Monitor status 03 deadline 2nd housing need projections	Monitor status 03 deadline wd housing need projections	Begin planning for update process; develop initial work plan and schedule	
Conversion of Trailer Parks to Permanent Occupancy Parks	Process ordinance/policy amendments	Process ordinance/policy amendments; Board 03 Supervisors review on November 9, 1999; transmit to Coastal Commission; begin implementation on day 03 Coastal zone	Coastal Commission review; implementation on day 03 Coastal Zone	County-wide implementation	
Second Unit Model Program		Plan & develop the program and its implementation and evaluation	Implementation	Implementation	
Housing Advisory Commission staff	On-going	On-going	On-going	On-going	
Measure J Housing	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	
Duties	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	On-going processing and monitoring	

HOUSING WORK PROGRAM - FY 1999-2000

PROPOSED

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

0442	Second Unit Housing Duties	On-going processing and monitoring	On-going processing and monitoring	Un-going processing and monitoring	Un-going processing and monitoring
	Housing Development Review	Provide input on affordable housing requirements	Provide input on affordable housing requirements	Provide input on affordable housing requirements	Provide input on affordable housing requirements
	4-County Farmworker Housing Task Force	Attend quarterly meetings	Attend quarterly meetings	Attend quarterly meetings	Attend quarterly meetings
	Congregate Care/Assisted Care Facilities Policies and Ordinance amendments	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
	Inclusionary Housing Policies			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 st QUARTER	OCT-DEC 1999 2 nd QUARTER	JAN-MAR 2000 3 rd QUARTER	APRIL-JUNE 2000 4 th QUARTER
Farmworker Housing Study (Phase II) Implementa-tion	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