



# County of Santa Cruz

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## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060

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ALVIN D. JAMES, DIRECTOR

September 6, 2001

Agenda: September 18, 2001

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

### **PLANNING DEPARTMENT ADVANCED PLANNING WORK PROGRAM FY 2001-2002**

Members of the Board:

Each year, your Board reviews and approves a 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 to staff with regard to amendments to our land use policies and regulations, and various planning studies and special projects. In turn, the Planning Department allocates its limited staff resources for policy work in accordance with the approved Work Program.

#### **Fiscal Year 2000-2001 Work Program**

On October 17, 2000, as a part of the report on the Planning Department's operations, your Board approved a limited work program for FY 2000-2001. Advanced Planning management and staff had been reassigned to assist with the permit workload, resulting in a reduction in available resources for policy work in the Department. Nonetheless, a great deal was accomplished over the year. Our most notable achievements include our work on the following:

- ~ the enactment of an urban services limit line along the Watsonville City limits (consistent with a memorandum of understanding between the County, City and Coastal Commission);
- amendments to the Ben Lomond Town Plan regarding septic system requirements and a specific park site and roadway alignment;
- ~ GP/LCP amendments and rezoning to designate two properties ("McGregor" and "Moran Lake") as future park sites;
- ~ the completion of the draft Seacliff Village Plan;

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- the development of the following draft ordinances:
  - wireless communication facilities
  - revising standards for accessible parking and accessibility nomenclature
  - amending the standards for private roads
  - revising the allowed uses within the C-1 zone district
- ~ the clean-up amendments to the General Plan/Local Coastal Program regarding geologic hazard definitions;
- completion of the Castro Adobe Feasibility Report contract; and
- ~ the completion of the first phase of the update to the County's Historic Resource Inventory.

Your Board, at various times, has directed the Planning Department to report back on the status of the ordinance amendments regarding the Timber Production zone district (November **14**, 2000, item no. 29) and to report on the feasibility of establishing a process of earlier notification to the public of all development applications (December **5**, 2000, item no. **35**). The following sections address your Board's direction.

### **Timber Ordinances**

This project includes a number of amendments to the Timber Production zone district standards as previously directed by your Board. These include changes to the size of parcels to be zoned to the TP, development standards for residences and second units, and land division limitations. As your Board is aware, there is pending litigation related to this item. Therefore, work on this project will be deferred until resolution of the lawsuit has been reached and the full extent of this work task is known.

### **Early Notification**

In December 2000, your Board considered a report from the Planning Department regarding Planning Automation Projects. One of the topics of the report concerned the possibility of providing earlier notification to the public for all discretionary applications. If managed properly, this could allow the public to become more aware of pending projects early in the review process thereby improving staffs ability to respond to any concerns during the application review instead of during the public hearing process. Your Board directed that additional information be provided as a part of this report on the required ordinance changes and procedures that would have to be implemented to provide earlier notification of all discretionary projects.

Staff has not completed the analysis of the processes and ordinance amendments that would be necessary to implement this procedural change, but several issues have been raised regarding the proposal. These include the timing of the notice, the effect of the responses to the notice on processing time and additional support staff time necessary to provide the notices. In order to

provide your Board with a complete analysis, this work task, to complete the analysis of the proposal to provide earlier notification of Level V through VII permit applications is included in the 2001-2002 Work Program as an item to be completed by the end of this calendar year.

### **Fiscal Year 2001-2002 Work Program**

At the present time, the staffing for our Advanced Planning Section consists of a Principal Planner and three staff planning positions. The Principal Planner has also assumed oversight of the housing function in the Department, including the planner who is assigned full-time to the maintenance of the Measure J Affordable Housing Program and to staff the Housing Advisory Commission.

The proposed Work Program for the FY 2001-2002 fiscal year includes the following:

- On-going tasks which are required by ordinance or by long-standing Board direction;
- Ongoing Housing Tasks;
- Continuation of work tasks already in process (as directed by your Board); and
- New projects.

Our goal is to undertake this work according to the schedule indicated in Attachment 1. The 'year' has been divided into quarters, beginning with the October-December 2001 quarter.

### **ONGOING ADVANCED PLANNING TASKS**

- 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 processed by the Planning Department and other County departments, including preparation of submittals to the California Coastal Commission.
- General Plan Annual Report - This report, required by State law, is due to the Board annually by September.
- 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.
- Inter-agency Technical Advisory Committee - participation in monthly meetings of this advisory body to the Santa Cruz County Regional Transportation Commission.

- Census Questions - responding to demographic inquiries from the public and other County agencies.
- 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.
- Chapter 16.92 Monitoring Report - The preparation and presentation of the annual report regarding the progress that County Government has made in meeting the environmental goals of the ordinance.

## **ONGOING HOUSING TASKS**

- Housing Advisory Commission - Staff prepares agenda materials, responds to Commission requests, and processes all Commission paperwork as specified in County Code and Commission by-laws.
- Measure J Program - Duties include maintenance of all records for entire affordable housing stock, review of all refinancing and sales requests, commenting on new projects, processing participation agreements and in lieu fee payments, and disseminating information on all facets of County's housing programs.
- Housing Policy - Duties include preparation of Board letters, analyses, and reports regarding the County's housing policy. Includes working with HCD on Housing Element issues and with AMBAG on regional housing needs allocation .
- Second Unit Monitoring - Duties include performing biennial monitoring of second units for occupancy and homeowner residency.

## **PROJECTS IN-PROCESS (2001-2002)**

Work on the following tasks commenced in the past year and will continue to require staff support in the coming months.

- Watsonville Urban Limit Project - This LCP and ordinance amendment has been submitted to the Coastal Commission for their review, scheduled for October 2001.
- Wireless Communications Ordinance - **An** Interim Ordinance is in place. Staff is processing the permanent ordinance through CEQA and the required public hearings.
- Timber Ordinances - Follow-up will be necessary to complete current processing of timber regulations approved by your Board in December 1999 (including staff support to County Counsel) including any court-mandated changes, as well as additional ordinance amendments regarding the TP zone district.

- C-1 Use Chart Amendments - Following an assessment of the impacts of this ordinance on existing uses in the C-1 zone district, staff will process the ordinance amendment through the CEQA and public hearing stages.
- Private Road Standards - This ordinance amendment is being processed through the CEQA and public hearing stages.
- Seacliff Village Plan - CEQA review completed and Plan scheduled for public hearing at the Planning Commission.
- Corralitos Valley Community Plan - The community is finishing revisions to this Plan.
- Accessibility Ordinance Amendments - These amendments revise the requirements and standards for accessible parking spaces and re-word various sections of the County Code to eliminate the word 'handicapped'.
- Reasonable Accommodations Ordinance - This ordinance will create a process for the consideration of exceptions to the County's building and zoning codes to facilitate housing for persons with disabilities.
- Policy Binder - A project to compile and standardize the various interpretations of the County Code and General Plan. This project is one-third complete.
- Live Oak 'Four Corners' - This project, to develop design guidelines and allowed uses at the four major intersections in Live Oak, is in progress.
- Large House Amendments - This work project is just commencing from the 2000-2001 work program. It includes the development of recommended ordinance amendments to address the issue of large homes, both in urban in-fill situations and on large rural lots.
- Highway 9 Rezonings - Preliminary data has been developed regarding the properties on Highway 9 with zoning and General Plan inconsistencies. Following a field assessment of the existing uses on these properties, a series of General Plan and zoning changes will be recommended.
- Feasibility Study for County-wide Habitat Conservation Plan- The development of an HCP for Fire Safe/Sensitive Habitat Protection Strategy and for a mitigation bank for a clearly defined area (Sandhill Parklands) may be undertaken as demonstration projects depending upon grant funding availability.
- Two-story Mobile homes - Ordinance regulating height of mobile homes on Mobile Home Parks.

- Coast Dairies Management Plan - Participation in the review of the proposed management plan for the 7200 acre Coast Dairies property.

## **NEW PROJECTS**

We are recommending that new projects be grouped into two categories: First Priority Projects and Second Priority Projects. First Priority Projects are those that are either required by State law or are projects for which your Board has previously indicated a priority. Those projects in the First Priority Project list will be included in the Advanced Planning section's work program for FY 2001-2002. Second Priority Projects will be deferred until staff time is available following completion of the Ongoing Projects and the First Priority Projects.

## **FIRST PRIORITY PROJECTS**

- General Plan Update Timeline - Develop schedule for the preparation of the update to the 1994 General Plan/Local Coastal Program.
- Housing Element - State law requires the County to prepare a Housing Element following a rigid timetable, dictated by State law. The 'Fair Share Housing' need numbers have been released (8/13/01) and the County will have until December 2002 to complete its preparation of the Housing Element. This includes public review, public hearings, and submittal to HCD for certification.
- Chapter 17.10 amendments - The Housing Advisory Commission is recommending changes to the in lieu fee program and affordable housing calculation method to increase the production of affordable housing.
- Amendments to the Design Review Ordinance - Your Board approved a series of amendments, conceptually, to codify new requirements for application submittals and processing (in conjunction with the Urban Designer).
- Right-to-Farm Ordinance - This would result in a local version of the State Right-to-Farm law.
- Via Gaviota amendments - This project will address the unusual development standards of this neighborhood.
- Rezoning/Land Use Designation Amendments - These amendments include a number of corrections and clean-up actions on specific properties in Aptos and Carbonera (Paradise Park).
- Earlier Notification - see discussion above.
- Rural Density Matrix Amendments - Amendments to address the procedure for reviewing

technical documents related to groundwater recharge areas (Water Resources Section).

#### **NEW PROJECTS - SECOND PRIORITY**

- Davenport Town Plan (other than Coast Dairies)
- Aptos Village Design Framework Revision
- Family Daycare Center Ordinance amendments
- Non-conforming non-residential uses Ordinance amendments
- Seawalls
- Agricultural Preserve/Open Space Easement Combining Zone clean-up
- Congregate Care/Assisted Care Facilities Policies and Ordinance amendments

The recommended work program presented above is a very ambitious list of tasks and projects which includes many ongoing and in-process tasks, many a result of Board direction during the course of FY 2000-2001. New projects recommended for work this coming year reflect the availability of staff time remaining after the ongoing and in-process projects are considered.

It is, therefore, RECOMMENDED that your Board:

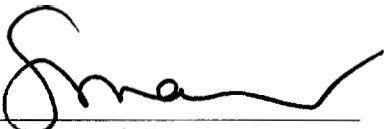
1. Approve the Planning Department's Advanced Planning and Housing Work Programs as presented in this report.

Sincerely,



Alvin D. James  
Planning Director

RECOMMENDED: \_\_\_\_\_



Susan A. Mauriello  
County Administrative Officer

Attachments: 1. FY 2001-2002 Work Program Timeline

cc: County Counsel

# ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK OCT-DEC 2001 JAN-MARCH 2002 APRIL-JUNE 2002 JULY-SEPT 2002

ONGOING ADVANCED PLANNING TASKS				
<u>Inter-agency Technical Advisory Committee</u>	On-going	Ongoing	On-going	On-going
<u>Annexation Review/Inter-agency LAFCO coordination</u>	On-going	On-going	Ongoing	On-going
<u>General Plan Consistency Review of Development Applications</u>	On-going	On-going	On-going	On-going
<u>General Plan/Local Coastal Program Amendment Rounds Coordination</u>	On-going	On-going	On-going	On-going
<u>Historic Resources Commission</u>	On-going	On-going	On-going	On-going
<u>General Plan Annual report</u>	On-going	On-going	On-going	On-going
<u>Census Information</u>	On-going	On-going	On-going	On-going



# ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK OCT-DEC 2001 JAN-MARCH 2002 APRIL-JUNE 2002 JULY-SEPT 2002

<u>Growth Report</u>	On-going	On-going	On-going	On-going
<u>Chapter 16.92 Annual Monitoring report</u>	On-going	On-going	On-going	On-going
<u>Coast Dairies Management Plan</u>	On-going	On-going	On-going	On-going
<b>ONGOING HOUSING TASKS</b>				
<u>Housing/Measure J duties</u>	ongoing	ongoing	ongoing	ongoing
<u>Housing Advisory Commission staff</u>	ongoing	ongoing	ongoing	ongoing
<u>Housing Policy</u>	ongoing	ongoing	ongoing	ongoing
<u>Second Unit Monitoring</u>	ongoing	ongoing	ongoing	ongoing
<b>PROJECTS IN-PROCESS (2001-2002)</b>				
<u>Watsonville Urban Limit Project</u>	Scheduled for Coastal Commission hearing in Sept.; Board final approval	Implementation	---	---

## ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK	OCT-DEC 2001	JAN-MARCH 2002	APRIL-JUNE 2002	JULY-SEPT 2002
<u>Wireless Communications Ordinance</u>	CEQA review; Planning Commission public hearing	Planning Commission; Board of Supervisors; Coastal Commission	Coastal Commission (cont)	Implementation
<u>Timber Production Zone Amendments (included any remedial work to exist. ordinances)</u>	Pending resolution of lawsuit	Pending resolution of lawsuit	Pending resolution of lawsuit	Pending resolution of lawsuit
<u>C-1 Use Chart Amendments</u>	Survey of existing C-1 uses; finalize ordinance/policy language; CEQA review	Planning Commission; Board of Supervisors; Coastal Commission	Coastal Commission (cont)	Implementation
<u>Private Road Standards</u>	CEQA review; Planning Commission public hearing	Board of Supervisors (including implementation program); Coastal Commission	Coastal Commission (cont)	Implementation
<u>Seacliff Village Plan</u>	CEQA completed in August; Planning Commission in October; Board of Supervisors in Nov/Dec	Coastal Commission	Coastal Commission (cont); Implementation	----
<u>Corralitos Valley Community Plan</u>	Final draft completed by community	Staff review; preliminary Board review	CEQA; Planning Commission	Board of Supervisors
<u>Accessibility Ordinance Amendments</u>	CEQA review; Planning Commission public hearing	Board of Supervisors; Coastal Commission	Coastal Commission (cont)	Implementation

# ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK	OCT-DEC 2001	JAN-MARCH 2002	APRIL-JUNE 2002	JULY-SEPT 2002
<u>Reasonable Accommodations Ordinance</u>	CEQA review; Planning Commission public hearing	Board of Supervisors; Coastal Commission	Coastal Commission (cont)	Implementation
<u>Policy Binder</u>	Continue work on Binder	Complete policy binder	Implementation/training	-----
<u>Historic Resource Inventory/District Development</u>	Award contract; preliminary consultant meetings	Review preliminary work products	Staff/HRC review final work products; public hearings at HRC and Board	Implementation; FY 2002-2003 contract
<u>Live Oak '4 Corners'</u>	Development of design/land use guidelines continues	Development of design/land use guidelines continues	Development of design/land use guidelines continues	Development of design/land use guidelines continues
<u>Large House Amendments</u>	-----	Survey other jurisdictions; prepare preliminary ordinance for Board review	CEQA review; Planning Commission	Board of Supervisors; Coastal Commission
<u>Highway 9 Rezoning</u>	Field verification of uses; prepare preliminary report for Board	CEQA review; Planning Commission	Board of Supervisors	
<u>Feasibility Study for County HCP</u>	Develop scope of work and contract for preparation of HCP for specific area	Contract work		
<u>Two-Story Mobile Homes</u>	Resolution of legal issues (with County Counsel); CEQA review; Planning Commission	Board of Supervisors; Coastal Commission	-----	-----

# ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK OCT-DEC 2001 JAN-MARCH 2002 APRIL-JUNE 2002 JULY-SEPT 2002

## NEW PROJECTS - FIRST PRIORITY

General Plan Update Timeline	-----	Develop scope of work and schedule for General Plan update		
Housing Element	Participate in Regional Housing Needs Plan development	Preparation of Housing Element, including public input, contractor, etc.	Preparation of Housing Element, including public input, contractor, etc.	Board public hearing on draft Housing Element by August 27; transmit to HCD
Chapter 17.10 Amendments - In Lieu Fees	Board of Supervisors review preliminary ordinance language; CEQA review	Board of Supervisors review and adoption	Implementation	----
Design Review Ordinance Amendments	Staff/Urban Designer present draft amendments to Board of Supervisors	CEQA review; Planning Commission public hearing	Board of Supervisors hearing; Coastal Commission; Implementation	----
Right-to-Farm Ordinance	-----	Preliminary ordinance amendment to Board of Supervisors; CEQA review	Planning Commission; Board of Supervisors	Coastal Commission; Implementation
Via Gaviota amendments	Preliminary ordinance amendment to Board of Supervisors; CEQA review	Planning Commission; Board of Supervisors	Coastal Commission; Implementation	----
Rezoning/Land Use Designation Clean- ups	Preliminary ordinance amendment to Board of Supervisors; CEQA review	Planning Commission; Board of Supervisors	-----	-----

# ADVANCED PLANNING WORK PROGRAM FY 2001-2002

TASK	OCT-DEC 2001	JAN-MARCH 2002	APRIL-JUNE 2002	JULY-SEPT 2002
<u>Rural Matrix</u>	Revise groundwater recharge area review standards for preliminary Board review(Water Resources staff)	CEQA review; Planning Commission	Board of Supervisors	Coastal Commission
<u>Earlier Notification amendments</u>	Prepare report to Board on preliminary analysis	-----	- - -	- - -

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ATTACHMENT 1