



# COMMUNITY DEVELOPMENT SERVICES

## PLANNING AND BUILDING DEPARTMENT

### LONG RANGE PLANNING

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Date: June 12, 2018

To: Board of Supervisors

From: Anne Novotny, Principal Planner

**Subject: Long Range Planning Update**

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#### **PURPOSE**

This staff memo is an update to the Board of Supervisors (Board) on the implementation status of the Long Range Planning Work Plan for Fiscal Year (FY) 2017/18. It also includes a proposed work plan for FY 2018/19 for the Board's consideration.

#### **DEPARTMENT RECOMMENDATION**

The Planning and Building Department is recommending the Board review and endorse the draft revised Long Range Planning Projects and Ongoing Responsibilities Matrix for FY 2018/19, and recommended prioritization of County-initiated land use, housing, transportation, and storm water projects managed by the Long Range Planning Unit (Attachment B).

#### **BACKGROUND**

On February 24, 2015, the Board endorsed Long Range Planning's first project prioritization matrix that set priorities for County-initiated land use, housing, transportation, and stormwater projects/programs managed by the Long Range Planning (LRP) team (Agenda Item 47, Legistar File [13-0510](#), Attachment 6E). On February 9, 2016, a revised matrix was presented and endorsed by the Board (Agenda Item 23, Legistar File [16-0069](#), Attachment B).

On February 28, 2017, the Board endorsed a revised matrix for FY 2017/18 (Agenda Item, Legistar File [16-0069](#), Attachment Revised 2B). On November 7, 2017, the Planning and Building Department Director presented the Board with a reformatted matrix. (Agenda Item 34, Legistar File [16-0069](#), Attachment 3A).

## SUMMARY OF MODIFICATIONS TO THE MATRIX

Attached is an updated LRP Project Priority matrix for FY 2018/19 (Attachment B). A few modifications have been made to the Matrix since it was last presented to the Board on November 7, 2017 which are noted below.

**1) Projects completed during FY 2017/18 have been removed:**

- General Plan Biological Resources Policy Update
- Meyers Area Plan
- 2017 General Plan Implementation Annual Progress Report
- 2017 Housing Element Annual Progress Report
- 2017 Minor Traffic Impact Mitigation (TIM) Fee Schedule Update
- Community Design Guidelines Reformatted/Revised – Community Design Guide, Historic Design Guide, Sierra Design Guide, Missouri Flat Design Guidelines and Mixed Use Design Manual
- El Dorado Hills Business Park Re-envisioning

**2) New Projects/Activities have been added and are noted as (NEW) in red font:**

- 2019 Countywide CIP
- Oak Resources Management Plan (ORMP)/Oak Resources Conservation Ordinance Implementation Update
- General Plan Amendment Clean-up Items
- SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS)
- Tribal Consultation Coordination (AB52)
- Litigation (TGPA-ZOU And Biological Resources Policy Update projects)

**3) Projects/Activities have been re-prioritized:**

*Land Use*

- Title 130 Zoning Ordinance Minor Amendments – changed from Priority 2 to Priority 1
- Title 130 Zoning Ordinance Major Amendments – changed from Priority 2 to Priority 1
- General Plan Annual Progress Report (2018 Calendar Year) – changed from Priority 1 to Priority 2
- 2016-2019 County Strategic Plan – Healthy Communities Goal, Objective 4.1.1 – changed from Priority 3 to Priority 2

*Housing*

- Housing Element Annual Progress Report – changed from unprioritized to Priority 2
- Housing Element Implementation – changed from unprioritized to Priority 1
- HOME/Grant Loan Programs and Monitoring – changed from unprioritized to Priority 1
- Affordable Housing Fee Structure (Board Policy B-11) – changed from unprioritized to Priority 2
- TIM Fee Offset for Affordable Housing (Board Policy B-14) – changed from unprioritized to Priority 2

*Transportation*

- Intersection Needs List Updates – changed from unprioritized to Priority 2

**4) Projects under the Land Use and Transportation functional areas have been grouped as follows:**

- Projects/Activities that Long Range Planning provides support but is not the Project Lead are listed under the section title: Support to Other County Departments/Board Appointed Committees/External Organizations.
- Ongoing Responsibilities are listed under the section title: Ongoing Responsibilities.
- Activities that have not been started and are anticipated to be initiated beyond FY 18/19 are listed under sections described as Future - Beyond FY 18/19.

**NEW PROJECTS/PROGRAMS ADDED**

- **2019 Countywide CIP** – LRP transportation staff (Natalie Porter) and LRP administrative staff (Jean Warner) are working with other departments to collect and coordinate data to create a 2019 Countywide CIP Book.
- **Oak Resources Management Plan (ORMP)/Oak Resources Conservation Ordinance Implementation Update** – On October 24, 2017, the Board directed staff to return to the Board within 12 months with a report on implementation of the ORMP/Oak Ordinance. This report will also include a discussion on how projects requiring oak mitigation and monitoring were previously tracked and reported, and how the new oak mitigation requirements are being tracked and reported. This was a direction given by the Board to staff on July 18, 2017 (refer to the Final Minutes from the Board of Supervisors meeting on July 18, 2017, Item 44, General Direction No. 6).
- **General Plan Amendment Clean-up Items** – Minor revisions to: 1) Policy 2.1.1.1 – Remove “Camino/Pollock Pines” from communities identified as Community Regions; 2) Policy 2.1.2.1 – Add “Camino, Cedar Grove, Pollock Pines” to list of identified Rural Centers within the County; 3) Table 2-4 – Add “CRU” to Zoning Districts and “PF” column to Land Use Designations; 4) Land Use Designations and Zoning Districts matrix on General Page 23 – Add “PF Public Facility” to Land Use Designations, and “CRU Rural Commercial” to Zone Districts; 5) Policy 6.2.2.2 – remove requirement for a “Registered Professional Forester (RPF)” to prepare Fire Safe Plan and replace with “Qualified Professional”.
- **Tahoe Prosperity Center Workforce Housing Task Force** – HCED staff (CJ Freeland and LRP Principal Planner located in South Lake Tahoe (Brendan Ferry) to coordinate on this task force.
- LRP administrative staff are now providing administrative support to Current Planning and Code Enforcement, which impacts the allocated and additional support requested for HCED activities. These additional administrative assignments began after the Community Development Agency was re-structured and the CDA LRP Division was incorporated into the Planning & Building Department.

## **ACCOMPLISHMENTS DURING FY 2017/18**

### *Land Use & General Plan Implementation*

**General Plan Biological Resources Policy Update completed in October 2017** – The Board certified the Environmental Impact Report, adopted the Oak Resources Management Plan and Oak Resources Conservation Ordinance.

**2017 General Plan Implementation Annual Progress Report** – This annual report was presented to the Board on March 20, 2018 and submitted to the Governor's Office of Planning and Research (OPR) on March 28, 2018.

**Community Design Guidelines Reformatted/Revised** – The Community Design Guide, Historic Design Guide, and Sierra Design Guide, produced prior to electronic format technology, were converted into electronic format for purposes of readability. Minor updates were made to the Missouri Flat Design Guidelines and Mixed Use Design Manual. The reformatted/revised design guides were approved by the Board on April 24, 2018.

**El Dorado Hills Business Park Re-envisioning** – On November 1, 2016, County staff provided the Board with a staff memo on the marketability of the El Dorado Hills Business Park. On August 23, 2017, the El Dorado Hills Business Park Property Owners Association (EDHBP) presented County staff and Board members with a Re-envisioning presentation. County staff recommended that the EDHBP submit a Pre-Application for a General Plan Amendment per Board Policy J-6. The EDHBP has not yet submitted a Pre-App. This non-County initiated project has been removed from the revised Matrix.

### *Housing, Community and Economic Development (HCED) Programs*

**Home Investment Partnerships (HOME)** – The grant set up process, including revisions of program guidelines and adoption by the Board, to authorize \$500,000 in grant funds awarded for HOME First Time Homebuyer Loan Program activities was completed in 2017. The first loan was issued in April 2018.

**2017 Housing Element Annual Progress Report** – This annual report was presented to the Board on March 20, 2018 and mailed to the California Department of Housing and Community Development (HCD) and OPR on March 23, 2018 prior to the April 1st deadline.

**Golden State Finance Authority (GSFA)** – HCED prepared Tax Allocation commitment for Chief Administrative Office to execute, coordinated process with GSFA staff, and provided background memo for the CAO Office.

**South Lake Tahoe Affordable Housing Task Force** –HCED prepared Affordable Housing funding analysis and resources for group and interested parties.

**Tax Equity Financial Responsibility Act (TEFRA)** – HCED coordinated and presented public hearings for bond applicants related to the Gold Country Health Center/Retirement and John Adams Academy.

*Housing, Community and Economic Development (HCED) Programs (continued)*

**Mobile Home Park Rent Stabilization** – HCED researched and prepared a staff memo of issues related to mobile home park rent control in California and El Dorado County, and presented to the Board on April 3, 2018.

**Community Development Block Grant (CDBG)** – A CDBG grant application was prepared and submitted in December 2017 requesting \$5 million for Public Facilities Rehabilitation for the Placerville Senior Center and a funds request to continue the County’s First Time Homebuyer Loan and Housing Rehabilitation Loan Programs.

*Transportation*

**2017 Minor Traffic Impact Mitigation (TIM) Fee Schedule Update** – On December 12, 2017, the Board adopted Resolution 172-2017 adopting the El Dorado County General Plan Traffic Impact Mitigation (TIM) Fee Program 2017 TIM Fee Schedule. The new rates went into effect on February 10, 2018.

**2018 Minor Technical Update to the TIM Fee Program and 2018 TIM Fee Program Schedule** – Slated to be before the Board for adoption on June 5, 2018 and includes an Addendum to the Western Slope Roadway Capital Improvement Program and Transportation Impact Mitigation Fee Program Update Environmental Impact Report.

**2018 Travel Demand Model Update** – Scheduled to be completed by the end of May 2018.

**2018 Intersection Needs List Update** – Scheduled to be complete by the end of May 2018.

*Stormwater Management – West Slope & Tahoe Basin*

**Meyers Area Plan** – The Board certified the Mitigation Negative Declaration (MND) and adopted the Meyers Area Plan on March 20, 2018.

**Updated Pollutant Load Reduction Plan** – Staff completed an updated Pollutant Load Reduction Plan, which outlines how the County will reduce its baseline pollutant loading to Lake Tahoe by 21% for fine sediment particles, 14% for total nitrogen and 14% for total phosphorus, and submitted it to the Lahontan Regional Water Quality Control Board by March 15, 2018.

**WORK IN PROGRESS**

*Land Use*

- **Title 130 Zoning Ordinance Minor Amendments** – On September 12, 2017, the Board initiated this project by adopting Resolution of Intention (ROI) 139-2017. The proposed minor amendments are anticipated to be presented to the Planning Commission in June/July 2018 and to the Board August/September 2018.
- **Title 130 Zoning Ordinance Major Amendments** – On September 12, 2017, the Board initiated this project by adopting ROI 140-2017. The proposed major amendments are anticipated to be presented to the Planning Commission/Board in Fall 2018.

## **WORK IN PROGRESS** *(continued)*

- **Community Planning: Multi-Family/Commercial Design Standards in Community Regions with Shingle Springs Prototype** – Draft Scope of Work completed May 2018; Request for Proposal anticipated to be issued in late June 2018 and contract approved by the Board by September/October 2018.
- **Ecological Preserve (Rare Plant) Fee Program Update** – Project kick-off meeting was on August 11, 2017. Consultant team has been progressing on research and data collection. Conference call on May 7, 2018 with status update, remaining data needs and next steps.
- **Cameron Park Sign Standards** – The Cameron Park Design Review Committee proposed sign standards are under review by County staff.
- **2016-19 County Strategic Plan Healthy Communities Goal** – LRP staff has been collaborating with HHSA staff on Objective 4.1.1 – Recommend a process that will integrate public health into the land use planning process; HHSA staff proposed a “Health in All Policies” Board Policy presented to the Board in June 2018.

## ***Housing***

- **Housing-Related Board Policy Administration** – HCED programs provide ongoing implementation of Board Policy B-11 (Hardship Fee Deferrals) for very-low income households and Board Policy B-14 (Traffic Impact Mitigation Fee Offset) for affordable housing.
- **Hazardous Tree Removal Program for Limited Income Seniors** – HCED administered CAL FIRE grant including marketing launch and public outreach, processing applications for eligibility, and provided regular reporting on program implementation to the CAO Office.
- **Accessory Dwelling Unit Ordinance** – New legislation voids non-confirming ordinances Update County Ordinance to conform to new state law while maintaining County preferences.
- **Affordable Housing Ordinance** – Board directed staff to explore options to address Measure E impacts on affordable housing production.
- Request for Resolution of Intent for Comprehensive Housing Element Update 2021.

## ***Transportation***

- **2018 Capital Improvement Program** – Final book slated to be on the Board’s agenda for adoption on June 18, 2018.
- **Cameron Park Drive Interchange Alternatives Analysis** – Anticipating Board discussion and action in summer of 2018.
- **MC&FP Phase II Project** – Anticipating Board discussion and study sessions through the end of 2018.

## **WORK IN PROGRESS** *(continued)*

### ***Stormwater***

- **Interim Lake Clarity Credit Target** – Working towards registering sufficient lake clarity credits to achieve the interim target requirement outlined in our Lake Tahoe NPDES Permit
- **Trash Policy** – Conducting mapping exercises, baseline field assessments and strategy discussions to feed into our Trash Policy Implementation Plan.
- **TRPA MOU** – Developing updated MOU with TRPA.
- **Water Ordinance Update** – Working with the El Dorado County Water Agency - anticipated to be completed by summer 2018.

## **STAFF RESOURCES**

The LRP Team is currently staffed by 12 full-time employees allocated as follows:

**Land Use (3 FTE):** Principal Planner, Senior Planner, and Associate Planner. During FY 2017/18, the Senior Planner position was vacant since April 2017. This position has been filled and the new Senior Planner started on May 7, 2018.

**Housing (1.25 FTE):** Department Analyst II who is dedicated 100 percent to administering the County's Housing, Community and Economic Development (HCED) programs. Another Department Analyst II who has 25 percent of time allocated to supporting HCED programs.

**Transportation (3 FTE):** Senior Civil Engineer, Traffic Engineer, Transportation Planner (Vacant). On February 3, 2018, the LRP Transportation unit was reassigned to the Department of Transportation, but continue to work as part of the LRP team. A recruitment is in progress to fill the vacant Transportation Planner position.

**Stormwater Management (3 FTE):** Principal Planner, and Assistant in Civil Engineering (2), one dedicated to the Tahoe Basin and one dedicated to the West Slope.

**Administrative Support (2 FTE):** Department Analyst II and Administrative Technician. The Department Analyst II position's time is allocated to: Land Use (15%), Housing (25%), Transportation (35%) and Administration (25%).