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PLANNING AND BUILDING DEPARTMENT
LONG RANGE PLANNING DIVISION

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Date: March 5, 2019
To: Board of Supervisors
From: Anne Novotny, Deputy Director of Planning
Subject: **Long Range Planning Update/ Project Prioritization for Fiscal Year 2019-20**

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) 2018-19. It also includes a proposed prioritized work plan for FY 2019-20 for the Board's consideration.

DEPARTMENT RECOMMENDATION

The Planning and Building Department, Planning Services Division, Long Range Planning Unit (LRP) is recommending the Board review and endorse the Long Range Planning Project Prioritization Matrix for Fiscal Year (FY) 2019-20, and recommended prioritization of County-initiated land use, housing, transportation, and stormwater projects managed by LRP (Attachment B). The Matrix has been simplified, with prioritized projects on the first page and other projects/ongoing responsibilities listed on the following page.

Projects are prioritized based on the following:

1. Complete What is Started (Is the project already initiated by the Board and currently in process?)
2. Address Requirements (Is the project required by the General Plan, laws or other mandates?)
3. Foster Economic Development (Does the project directly improve Economic Development?)
4. Set Strong Countywide Foundation (Does the project address key issue(s) affecting the entire county?)

Strategic Plan goals for each project are also identified, as well as an anticipated completion date.

BACKGROUND

On February 24, 2015, the Board endorsed LRP's first project prioritization matrix that set priorities for County-initiated land use, housing, transportation, and stormwater projects/programs managed by the 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 31, 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 36, Legistar File [16-0069](#), Attachment 3A).

On June 12, 2018, the Board endorsed the revised Long Range Planning Projects and Ongoing Responsibilities Matrix for FY 2018-19, and recommended prioritization of County-initiated land use, housing, transportation, and stormwater projects managed by LRP. (Agenda Item 34, Legistar File [18-0865](#), Attachment Revised 2B). An updated LRP Project Prioritization Matrix for FY 2019-20 is included as Attachment B. Below is a list of accomplishments the LRP Team completed during FY 2018-19 or expects to complete by June 30, 2019.

ACCOMPLISHMENTS DURING FY 2018-19

Land Use

Title 130 Zoning Ordinance Minor Amendments – On September 12, 2017, the Board adopted a Resolution of Intention (ROI 139-2017) for minor amendments to the Zoning Ordinance. On August 14, 2018, the Board adopted Ordinance No. 5090, a comprehensive minor amendment to Title 130. This was the first amendment to the Zoning Ordinance since it was comprehensively updated and adopted by the Board in December 2015.

CEQA Addendum to the Targeted General Plan Amendment/Zoning Ordinance Update (TGPA/ZOU) Final Program Environmental Impact Report (EIR) – On December 4, 2018, the Board of Supervisors certified the California Environmental Quality Act (CEQA) Addendum to the Final Program EIR for the TGPA/ZOU project. The CEQA Addendum was prepared in response to the Writ of Mandate issued by the El Dorado County Superior Court on July 25, 2018 that directed the County to partially decertify the Final EIR only as it related to the specific responses to eleven comments in the Final EIR, and a portion of the Executive Summary Section ES.5 (Potential Areas of Controversy/Issues to be Resolved) related to the disagreement between the California Board of Forestry and Fire Protection and the County. LRP staff provided assistance with the preparation of the CEQA Addendum and Resolution Certifying the CEQA Addendum the Board adopted on December 5, 2018. On January 31, 2019, the El Dorado County Superior Court judge found that the County complied with the writ and ordered the writ to be discharged.

ACCOMPLISHMENTS DURING FY 2018-19 (continued)

Land Use (continued)

2016-19 County Strategic Plan Healthy Communities Objective 4.1.1 – Land Use Planning staff collaborated with Health and Human Services Agency (HHS) staff in developing a Health-In-All-Policies Board Policy. On July 17, 2018, the Board approved HHS's request to develop a "Health in All Policies Board Policy." HHS staff is now leading this effort.

Land Use Scenario (Housing/Employment Growth Projections from 2016 to 2035 and 2040) – Land Use and Transportation staff collaborated with Sacramento Area Council of Governments (SACOG) staff to develop the land use scenario for SACOG's 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The final land use scenario is expected to be completed in March 2019.

2018 General Plan Implementation Annual Progress Report – The report is on target to be presented to the Board on March 19, 2019.

Title 130 Zoning Ordinance Major Amendment – On September 12, 2017, the Board initiated this project by adopting Resolution of Intention (ROI) 140-2017. On January 24, 2019, staff presented a workshop to the Planning Commission with an overview of the proposed major amendments to the Zoning Ordinance. Staff is currently working on presenting the agricultural-related amendments and parcel rezones to the Agricultural Commission in March or April 2019. Staff is targeting taking the proposed amendments to the Planning Commission in April or May 2019, and to the Board for adoption in June or July 2019.

Oak Resources Management Plan (ORMP) / Oak Resources Conservation Ordinance Implementation Status Report – On October 24, 2017, the Board adopted the Oak Resources Management Plan and its implementing ordinance which includes an in-lieu mitigation fee option. The ordinance became effective on November 23, 2017 and the in-lieu mitigation fee became effective on December 23, 2017. The Board directed staff to return to the Board one year after the project's adoption with an assessment of the project's implementation. During 2018, staff initiated the preparation of the implementation status report. Staff will resume work on the report with recommendations for modifications to the Oak Resources Conservation Ordinance for the Board's consideration. Staff anticipates presenting the report to the Board by June or July 2019.

ACCOMPLISHMENTS DURING FY 2018-19 (continued)

Land Use (continued)

General Plan Amendment TGPA Clean-up Items – Subsequent to the Board’s adoption of the Targeted General Plan Amendment in December 2015, staff identified several items that need to be cleaned up with a General Plan Amendment. These items include: 1) General Plan Policy 2.1.1.1 – remove “Camino/Pollock Pines” from the list of Community Regions; 2) Policy 2.1.2.1 – add “Camino, Cedar Grove, and Pollock Pines” to the list of Rural Centers; 3) Table 2-4 (General Plan Land Use Designation and Zoning District Consistency Matrix) – add “PF” (Public Facilities) to Land Use Designations and “CRU” (Commercial Rural) to the Zoning Districts; and 4) Policy 6.2.2.2 – Revise “Registered Professional Forester (RPF)” with “Qualified Professional”. As implementation continues, other items may be included. Staff plans to resume work on this effort and expects to present the Board with a General Plan Amendment by June or July 2019.

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. Four loans were completed in 2018 and another loan is in progress. The grant expires June 30, 2019.

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

South Lake Tahoe Affordable Housing Task Force – HCED staff attended meetings and prepared Affordable Housing funding analysis and resources for the Task Force and interested parties.

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

2018 Housing Element Annual Progress Report – This annual report will be presented to the Board on March 19, 2019. The report will be mailed to the California Department of Housing and Community Development (HCD) and to the California Governor’s Office of Planning and Research (OPR) prior to the April 1, 2019 deadline to HCD.

ACCOMPLISHMENTS DURING FY 2018-19 (continued)

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

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 County’s Senior Center in Placerville, as well as a funds request to continue the County’s First Time Homebuyer Loan and Housing Rehabilitation Loan Programs. The grant was not awarded. HCED staff prepared another CDBG grant application for similar activities and submitted it to the California Department of Housing and Community Development by the grant deadline of February 26, 2019.

Hazardous Tree Removal Program for Limited Income Seniors – HCED staff administered a CAL FIRE grant, including marketing launch and public outreach, processing applications for eligibility, and providing regular reporting on program implementation to CAL FIRE, the CAO and the Board. The program funded the removal of 62 hazardous trees from 32 household properties by the March 15, 2019 grant deadline.

Transportation

2018 Minor Technical Update to the Traffic Impact Mitigation (TIM) Fee Program and 2018 TIM Fee Program Schedule – On June 26, 2018, the Board adopted Resolution 077-2018 for the Minor Technical Update to the El Dorado County General Plan TIM Fee Program and the 2018 TIM Fee Schedule. Additionally, the Board adopted Resolution 076-2018 certifying the Addendum to the Final Environmental Impact Report for Western Slope Roadway Capital Improvement Program and Transportation Impact Mitigation for El Dorado County making Environmental Finding of Fact.

2018 Travel Demand Model Update – The Travel Demand Model update was completed in August 2018.

Cameron Park Drive Interchange Alternatives Analysis – On July 24, 2018, the Board directed staff to carry forward to preliminary design and environmental studies, as funding becomes available, for Alternative 1 – Widening; Alternative 3 – East Hook Ramps; and Alternative 4 – Diverging Diamond.

Pleasant Valley Road Systemic Safety Analysis Report – The final report was completed in December 2018. The Department of Transportation received two Highway Safety Improvement Program grants as a direct result of this effort.

2019 Intersection Needs List Update – expected to be completed in May 2019.

2019 Minor TIM Fee Schedule Update – expected to be completed in May 2019.

ACCOMPLISHMENTS DURING FY 2018-19 (continued)

Transportation (continued)

2019 Annual Capital Improvement Program (CIP) Update – The Final CIP book is slated to be on the Board’s agenda for adoption on June 25, 2019.

2019 Countywide CIP – This is the first year that LRP staff is coordinating this Countywide effort. The final Countywide CIP book is slated to be on the Board’s agenda for adoption on June 25, 2019.

Intelligent Transportation Systems (ITS) Voluntary Contribution Pilot Program – The County initiated a voluntary contribution program to facilitate ITS infrastructure in El Dorado Hills as a pilot program for future development. Staff anticipates presenting a report to the Board in spring 2019.

Stormwater Management – West Slope & Tahoe Basin

Tahoe Regional Planning Agency Memorandum of Understanding (TRPA MOU) – The Board adopted the MOU in October of 2018 and the TRPA Governing Board adopted the MOU in November of 2018. The MOU outlines new roles and responsibilities for permitting in the Tahoe Basin between the County and TRPA.

Meyers Advisory Council – The Meyers Advisory Council was formed in 2018 and will help implement the Meyers Area Plan. The Board certified the Mitigated Negative Declaration and adopted the Meyers Area Plan on March 20, 2018.

Water Ordinance Update – In December 2018, the Board adopted a modified Water Ordinance that cleaned up the previous version that was very challenging for the County to implement. The Board also adopted a new MOU with the El Dorado County Water Agency that works with the new Ordinance.

West Slope Storm Water Resource Plan – The County participated with several partners to develop and adopt a Storm Water Resource Plan for the West Slope that prioritizes projects and allows eligibility for certain funding opportunities.

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 percent for fine sediment particles, 14 percent for total nitrogen and 14 percent for total phosphorus, and submitted it to the Lahontan Regional Water Quality Control Board by March 15, 2018.

ACCOMPLISHMENTS DURING FY 2018-19 (continued)

Stormwater Management – West Slope & Tahoe Basin (continued)

Register Catchments in the Lake Clarity Crediting Program – Staff completed a registration of the Meyers Erosion Control and Stream Environment Zone Project in the Lake Clarity Crediting Program that provided the County with sufficient credits to achieve the required 11 percent fine sediment particle load reduction requirement.

Develop Implementation Plan for Trash Policy Compliance – The Board adopted and directed staff to submit the County’s Track II Implementation Plan outlining the strategy to comply with the State Water Board’s Statewide Trash Policy. The Plan will now move into the implementation phase.

PROPOSED PROJECT PRIORITIES FOR FY 2019-20

Land Use

- **Community Planning: Design Standards for Commercial and Multi-Family Residential Development in Community Regions** – On December 5, 2017, the Board directed staff to proceed with developing a scope of work to hire a consultant to assist the County with creating custom design guidelines/standards for commercial/multi-family residential new development in Community Regions, with Shingle Springs as the lead prototype. During 2018, staff worked with Shingle Springs community members and the Community and Economic Development Advisory Committee’s Community Planning Ad Hoc Subcommittee to develop the scope of work for a Request for Proposal (RFP). The RFP was released in August 2018 and the County received two proposals. On December 4, 2018, the Board approved staff’s request to initiate a contract with De Novo Planning Group, a local consulting firm located in El Dorado Hills. The contract is expected to be executed by the end of February 2019 and work to begin by March 2019. Staff has already been reaching out to community groups in the four Community Regions.
- **General Plan Safety Element Update** – On December 4, 2018, as part of the item presented to the Board to certify the CEQA Addendum to the TGPA/ZOU Final EIR, staff informed the Board that a Resolution of Intention (ROI) to update the Public Health, Safety, and Noise Element of the County’s General Plan will be brought to the Board within the next 180 days in accordance with Government Code Section 65302 (g)(3) which states: Upon the next revision of the housing element on or after January 1, 2014, the safety element shall be reviewed and updated as necessary to address the risk of fire for land classified as state responsibility areas, as defined in Section 4102 of the Public Resources Code, and land classified as very high fire hazard severity zones, as defined in Section 51177.

PROPOSED PROJECT PRIORITIES FOR FY 2019-20 (continued)

Land Use (continued)

- **General Plan Safety Element Update (continued)**

The safety element update also requires addressing climate adaptation and resiliency strategies in accordance with Government Code Section 65302 (g)(4) which states: Upon the next revision of a local hazard mitigation plan, adopted in accordance with the federal Disaster Mitigation Act of 2000 (Public Law 106-390), on or after January 1, 2017, or, if a local jurisdiction has not adopted a local hazard mitigation plan (LHMP), beginning on or before January 1, 2022, the safety element shall be reviewed and updated as necessary to address climate adaptation and resiliency strategies applicable to the city or county. The County's Office of Emergency Services (OES) has been working on updating the County's LHMP. The updated LHMP is currently under review by the Federal Emergency Management Agency (FEMA).

On September 18, 2018, the Board adopted ROI 193-2018 to amend the County General Plan Housing Element in 2021. The 2021 Housing Element Update will cover the eight (8) year period from August 31, 2021 through August 31, 2029. El Dorado County's adopted 2021-2029 Housing Element is due to the California Department of Housing and Community Development by August 31, 2021. An ROI to update the Public Health, Safety, and Noise Element of the County's General Plan will be brought to the Board by June 2019. The LRP FY 2019-20 budget includes a request for funds to hire a consultant to prepare the Safety Element Update. If this budget request is approved, staff will initiate an RFP to hire a consultant.

- **General Plan Five-Year Review 2016-2020** – California Government Code Section 65103(a) requires local governments to periodically review and revise their General Plans as often as they deem necessary. General Plan Policy 2.9.1.2 requires monitoring of the General Plan two years following adoption of the General Plan, and every five years thereafter. If the results of this monitoring process indicate that the distribution of growth varies significantly from the major assumptions of the Plan, the County is required to make appropriate adjustments to the Plan's development potential by General Plan amendment. Five year adjustments in the development potential may include either additions to, or subtractions from, the land supply and may result in policy changes. Additionally, the boundaries of Community Regions and Rural Centers may be changed and/or expanded every five years, as specified in Policy 2.9.1.4, and through the General Plan review process, as specified in Policy 2.9.1.2, or as the Board deems necessary. The last General Plan Five-Year Review for 2011-2015 was completed in 2016 and presented to the Board on October 25, 2016. The General Plan Five-Year Review for 2016-2020 will be initiated in FY 2019-20 and completed by October 2021. Some work will be completed by consultants, but the majority of the work will be completed by LRP staff.

PROPOSED PROJECT PRIORITIES FOR FY 2019-20 (continued)

Land Use (continued)

- **General Plan Implementation Annual Progress Report (2019 Calendar Year)** – to be completed by March 2020.
- **Ecological Preserve (Rare Plant) Fee Program Update** – In July 2017, the County executed a three-year contract with ICF Jones & Stokes, Inc. to update the Ecological Preserve (Rare Plant) Fee Program. The project kick-off meeting was held in August 2017. In 2018, the consultant team made some progress on background research and data collection. The draft cost share update was completed in December 2018. The fee nexus study is anticipated to be completed by April 2018. A draft report for County review is anticipated to be completed by June 2019. Work on the CEQA documentation is expected to begin late spring 2019.
- **Cultural Resources Ordinance [GP Policy 7.5.1.1]** – The proposed LRP FY 2019-20 budget includes a request for funds to hire a consultant to complete this project. If the budget request is approved, staff will initiate an RFP to hire a consultant.
- **Scenic Corridor Ordinance [GP Policy 2.6.1.1]** – The proposed LRP FY 19-20 budget includes a request for funds to hire a consultant to complete this project. If the budget request is approved, staff will initiate an RFP to hire a consultant.

Housing

- **Accessory Dwelling Unit Ordinance** – New legislation voids non-confirming ordinances. HCED staff is coordinating an update to the County's Zoning 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. Initial research is in progress.
- **Comprehensive Housing Element Update 2021** – ROI 193-2018 was adopted by the Board on September 18, 2018. Staff has initiated this project and will continue work this year.
- **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.

Transportation

- **SB 743 Planning and Research (Vehicle Miles Traveled CEQA Metric)** – Scheduled to be completed in winter 2020.
- **Annual TIM Fee Update** – Scheduled to be completed in May 2020.
- **2020 Transportation CIP Update** – Scheduled to be completed in June 2020.
- **2020 Countywide CIP Update** – Expected to be to the Board in June 2020.
- **CIP and TIM Fee Major Update (New)** – Scheduled to be completed in spring 2021.
- **Intelligent Transportation Systems (ITS) Voluntary Contribution Program Plan and integration with Smart Region Plan** – Anticipating Board discussions throughout 2019-20.
- **Travel Demand Model Update** – Anticipated to be completed in fall 2019.
- **Missouri Flat Area Master Circulation and Financing Plan (MC&FP) Phase II** – Anticipating Board discussion and study sessions through the end of 2019.
- **Intersection Needs List Updates** – Expected to be completed in spring 2020.

Stormwater Management Program - West Slope & Tahoe Basin

- **Implement Meyers Area Plan** – Working with the Meyers Advisory Council and TRPA to implement the Meyers Area Plan.
- **Implement Trash Policy Compliance Plan** – Now that the Plan is adopted, staff needs to begin the implementation phase. This involves beginning work on financing strategies, outreach to businesses, adjusting maintenance routines and expanding solid waste pick up in priority areas.
- **Implement County's Storm Water/Water Quality Program per National Pollutant Discharge Elimination System (NPDES) Permits** – Coordinating with staff from many Departments to implement all the facets of the County's NPDES Permits both in the Tahoe Basin and on the West Slope. Reports are submitted annually to the respective Water Boards to demonstrate compliance.
- **Manage Registered Catchments in the Lake Clarity Crediting Program** – Staff must inspect, maintain, report and declare credits annually for all Registered Catchments in the Lake Clarity Crediting Program to maintain compliance with the Total Maximum Daily Load (TMDL) Program.

LONG RANGE PLANNING ONGOING ACTIVITIES

In addition to these project priorities, the Long Range Planning team has an extensive list of other ongoing planning activities that are listed on the second page of Attachment A. Some of the new ones added this year are:

- Coordination with the SACOG on the 2020 MTP/SCS (updated every four years)
- Coordination with the El Dorado County Transportation Commission (EDCTC) on the Active Transportation Plan (update to the 2010 Bicycle Transportation Plan) and on the EDCTC Regional Transportation Plan Update (coordinated with SACOG's MTP/SCS Update)
- Zoning Ordinance Updates – Updates to the Zoning Ordinance are ongoing and require considerable staff resources. The addition of a Senior Administrative Analyst to the Planning and Building Department is in process. These ongoing updates to the Zoning Ordinance will be transferred to this position and will enable the LRP Land Use team to focus on the prioritized projects on the proposed FY 2019-20 LRP Work Plan.

LONG RANGE PLANNING STAFF RESOURCES

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

Land Use (3 FTE): Principal Planner, Senior Planner, and Assistant Planner. During FY 2018-19, the Principal Planner position became vacant in October 2018 when Anne Novotny was promoted to Deputy Director of Planning. This position was filled in January 2019 by Michael Nihan who is transitioning from his Current Planning position. To facilitate cross-training between Current Planning and Long Range Planning, an Assistant Planner in Current Planning, Efren Sanchez, is transferring to Long Range Planning and Associate Planner Tom Purciel is transferring to Current Planning to work on discretionary projects.

The staffing changes in the LRP land use team will require some substantial investment in training and is expected to be a transition period of several months. In addition, both the minor and major amendments to the Zoning Ordinance have required substantial LRP staff resources, delaying efforts to advance some of the other work that has been on the list. As a result, the proposed FY 2019-20 LRP budget includes consultant contracts for the Cultural Resources Ordinance and Scenic Corridor Ordinance, which have been delayed due to limited staff resources dedicated to other higher prioritized efforts. Also, staff is recommending that the Safety Element Update, which was added this year be completed by a consultant.

Housing (1 FTE): One Department Analyst II who is dedicated 100 percent to administering the County's HCED programs. Another Department Analyst II has 15 percent of time allocated to supporting HCED programs. This is a reduction of 10 percent of time from previous years. The addition of the Housing Element Update for 2021-2029 is a major project requiring

substantial resources. Without the increase in dedicated staff resources, consulting services will be required.

LONG RANGE PLANNING STAFF RESOURCES (continued)

Transportation (3 FTE): Senior Civil Engineer, Traffic Engineer (Vacant), Transportation Planner (Vacant). On February 3, 2018, the LRP Transportation Unit was reassigned to the Department of Transportation, but continues to work as part of the LRP team. The Traffic Engineer position has been vacant since October 2018. The Transportation Planner position has been vacant since February 2018. There have been three failed recruitments for the Transportation Planner and one failed recruitment for the Traffic Engineer, due to inadequate compensation and high demand for these specialized classifications. Subsequent recruitments to fill these two vacant positions are ongoing. These vacancies have greatly impacted the delivery of LRP transportation projects due to lack of staff resources. An existing on-call consulting contract is in the process of being amended to support current limited staff resources.

Stormwater Management (3 FTE): Principal Planner, and two Assistant in Civil Engineering, 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: Transportation (42%), Administration (25%), Housing (15%), and Land Use (15%), Stormwater Management (3%). The Administrative Technician position's time is allocated to: Transportation (40%) and Administration (60%).

Attachments

Long Range Planning Project Prioritization Matrix for FY 2019-20 (Proposed 3/5/2019)