



2018 Annual CPAC Training and Appreciation Event

April 30, 2018

WELCOME

In 2017, our CPAC Members....

- Held 4 workshops,
- Conducted 74 meetings,
- Volunteered an estimated 107 meeting hours,
- Reviewed 110 projects!



THANK YOU!

Tonight's Agenda

- Legal Requirements – 45 minutes
 - Community Planning Advisory Councils – William Burke, Deputy County Counsel
 - Boards and Commissions – Florence Evans, Clerk of the Board
- Break – 5 minutes
- Navigating the PER Website, Live Demonstration – 10 minutes
 - Jessica Lynch, Senior Planner
- Planning and the Role of the CPAC – 15 minutes
 - Chris Pahule, Principal Planner
 - Shelby Vockel, Associate Planner
- Hot Topics – 35 minutes
 - Homeless Initiatives – Cindy Cavanaugh, Director of Homeless Initiatives
 - Housing Implementation and Spotlights – Wendy Hartman, Senior Planner
 - Accessory Dwelling Unit Updates – Jessica Brandt, Senior Planner
 - The Design Review Program – Emma McHatten, Assistant Planner

Legal Requirements - Community Planning Advisory Council Training

April 30, 2018

Purpose (County Code section 2.36.020)

- A. It is the intent of the Board of Supervisors in establishing Councils that the Councils serve to:
 - 1. Encourage citizen participation in the planning process.
 - 2. Provide local forums to develop and propose community goals and objectives.
 - 3. Serve as a local sounding board for new proposals offered by County staff and others.
 - 4. Assist the County planning agencies and the Board of Supervisors in carrying out approved community plans and the County's general plan.

- B. The Councils shall be advisory only to County agencies.

Membership (County Code § 2.36.040)

- There shall be at least five (5) but not more than fifteen (15) members of a Council.
- Members shall be residents of the planning area.
- Members shall serve for a period of two years.
- No member shall serve more than three consecutive terms, but a member may be reappointed if such member has not served within the year prior to such reappointment.
- Any person appointed to fill less than half of an unexpired existing term may serve three terms following the expiration of the existing term.
- Any person appointed to fill half or more of an expired existing term may serve two terms following the expiration of the existing term.

Quasi-Adjudicatory Actions

- One job of a CPAC is to consider and recommend action on private applications for land use entitlements. In many cases, these are “quasi-adjudicatory” (aka: “quasi-judicial”) actions, which include:
 - Tentative Subdivision Maps (creating 5 lots or more)
 - Tentative Parcel Maps (creating 4 lots or less)
 - Conditional Use Permits
 - Special Development Permits
 - Exceptions
 - Variances
 - Boundary Line Adjustments (if CEQA required)
 - Letter of Public Convenience/Necessity (“PCN”)

Quasi-adjudicatory actions (cont'd)

- Quasi-adjudicatory actions are those where the CPAC considers whether to recommend approval of an application by applying a set of facts to established laws, regulations, standards or criteria (e.g., does an application for a conditional use permit meet the required standards for granting a conditional use permit?).

Quasi-Legislative Action

- CPAC's also consider "quasi-legislative" proposals, which include:
 - Rezones/Zoning Code Text Amendments
 - General Plan Amendments
 - Community Plan Amendments
 - Specific Plans and Plan Amendments

Quasi-Legislative Actions (cont'd)

- Quasi-legislative actions are those where the CPAC considers a proposal to change a County law, such as a land use designation under the County Zoning Code or General Plan.
- Quasi-legislative actions may be County-initiated or brought by private application.

Administration of Meetings/Hearings

Hearings

- Hearings on entitlement applications proceed as follows:
 - Presentation by County staff;
 - Additional information from applicant;
 - Open public hearing (public testimony);
 - Response/rebuttal from applicant;
 - Close public hearing (vote required to re-open public hearing);
 - Deliberation/discussion by Council;
 - Vote/action by the Council.

- Public Participation

- By law, any member of the public has a right to address the Council on any item of business that is placed on an agenda. Each public speaker is generally limited to three (3) minutes for oral comment.
- At the option of the Chairperson, a representative of a group may be allowed five (5) minutes to speak.

Public Participation (cont'd)

- A general “public comment period” is allowed during each meeting to permit individual constituents to briefly address the Council on off-agenda concerns that are within the subject-matter jurisdiction of the Council. Comments are usually limited to three minutes and it is not appropriate for a Council to engage in prolonged in-depth discussion regarding such matters (until the item can be properly advertised on an agenda).

Parliamentary Procedure

- CPAC meetings should be conducted in accordance with each Council's adopted Rules of Conduct and a simplified version of Robert's Rules of Order.
- The Chairperson maintains order and must "recognize" other members before they are allowed to speak.
- All actions require a motion and a "second" prior to calling for a vote.

Parliamentary Procedure (cont'd)

- Basic motion procedure:
 - "I move that we approve the project, subject to the findings and conditions stated in the staff report." or
 - "I move that we approve the project as recommended in the staff report, except that Condition 13 be amended as follows. . ."
- Motions should be clearly stated and with detail sufficient to alert other members to any changes from the staff recommendation. Initial motions (w/ 2nd) may be followed by motions to amend or substitute motions before a vote on the original motion actually occurs. The Chair has discretion to establish a limit on follow-up motions.

Voting

- A quorum of the Council must be present to conduct a meeting. A quorum is (at least) a majority of the full CPAC membership.
- If a quorum is present, a Council may take action by vote of a majority of those present.

Voting (cont'd)

- Generally, where a motion to approve a project fails, the result is “no action,” which is effectively a denial.
- If a motion to deny fails, then the matter remains open for further action to formalize the approval, if possible.
- A tie vote is a final action, subject to a possible “motion to reconsider”.
- In any of the above instances, the Council has the opportunity to approve a “motion to reconsider”.

Voting (cont'd)

- Motion To Reconsider
 - A motion to reconsider must be made by a member who voted with the majority on the prior vote.
 - The motion to reconsider is a two-step process: (1) the motion to reconsider, itself, and (2) the re-opening of the matter and ultimate action on the item.
 - A motion to reconsider may only be made during the same meeting during which an initial action was taken, but not after the Council has moved on to the next Agenda item.

Findings

- For every quasi-adjudicatory decision, the Council must adopt administrative findings that explain why the Commission decided the way it did (e.g., the application meets the standards for grant of the requested entitlement).
- For each proposed project, the staff report will typically include proposed findings for the project. If the Council's decision is to approve the project, the motion to approve will simply include a motion to adopt the findings set forth in the staff report.

Findings (cont'd)

- If staff has prepared findings in support of a project, but the Council intends to deny the project, the CPAC will need to state on the record its reasons for denial.
- In most cases, staff in attendance at the CPAC meeting will be available to write down the CPAC's revised findings.

Findings (cont'd)

- Administrative findings are not required for County-initiated, quasi-legislative projects such as zoning code and general plan amendments.
- “Administrative findings” should not be confused with “CEQA findings,” which are required in connection with certification of Environmental Impact Reports (EIRs).

Continuances

- Any item of business may be “continued” to a subsequent or future meeting if circumstances so require. For instance, an applicant may not be present, the Council may request additional information from staff that cannot be provided during the first hearing, or the Council encourages an applicant to conduct neighborhood outreach.

Continuances (cont’d)

- An item that is continued to a date certain need not be re-noticed. An item that is continued, but not to a date certain, would be subject to re-noticing (i.e., sending notices to all neighboring property owners within 500 feet of the project site of the pending application).
- If a project has been revised following a continuance, it need not be re-noticed unless the project revision requires the approval of a new entitlement.

Legal Standards

- In general, actions of a Council must have a “rational basis.” Actions of a Council should not be arbitrary or capricious. There needs to be a reasonable relationship between the evidence presented and the ultimate decision made.

Legal Standards (cont’d)

- When recommending conditions of approval on quasi-judicial projects, observe two rules:
 - There must be an “essential nexus” between the impact created by the grant of entitlement and the condition imposed. In other words, a condition may be imposed only if it is necessary to address some consequence of the project approval.
 - The value or burden of a condition must be “roughly proportional” to the extent of impact created by the approval. For instance, where traffic impacts caused by a proposed project will require \$50,000 in traffic improvements, the County may not require the applicant to pay \$500,000 in traffic improvements.

Brown Act (California Open Meeting Law)

- Agenda Requirements
 - A meeting agenda must be posted at least 72 hours (3 days) in advance of a Council meeting. Agendas are posted on the County's website and at the Board Clerk's office;
 - A Council may not consider or act upon an item of business that is not advertised on the agenda absent exceptional circumstances.

Public Meeting Requirements

- All Council business must be conducted in an open and public meeting. A majority of Council members may not talk privately about an item of business, even by phone or e-mail. The term "meeting" under the Brown Act is broad and includes hearings, workshops or almost any congregation of a majority of Council members, if they actually discuss and deliberate on an issue within the subject-matter jurisdiction of the Council.

Public Meeting Requirements (cont'd)

- Beware of “serial meetings.” These occur where a constructive majority of the Council effectively “develops a concurrence” through separate conversations/contacts with one another or through an intermediary.

Public Meeting Requirements (cont'd)

- Exceptions. A majority of a Council may convene together (outside of its own meeting) and discuss issues within the subject-matter jurisdiction of the Council in the following circumstances:
 - 1) At a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to the Council;

Public Meeting Requirements (cont'd)

- 2) At an open and well-publicized “community meeting” organized by a person or organization other than the Council (or County) to address a topic of local community concern; and
- 3) At an open and noticed meeting of another body of the County or at an open and noticed meeting of a legislative body of another local agency.

Public Meeting Requirements (cont'd)

- Other exceptions. A majority of members of a Council may convene in the following circumstances:
 - 1) At a purely social or ceremonial occasion, provided that a majority of members do not discuss Council business among themselves;
 - 2) At an open and noticed meeting of a standing committee of the Council, provided that members who are not members of the committee attend only as observers.

Public's Right To Access Documents

- Upon request, copies of any document included in an administrative record must be provided to a member of the public. Staff reports are not distributed to the public, but can be accessed upon payment of copying charges. Staff reports and associated materials are also available on the County's website.

Public's Right to Access Documents (cont'd)

- Memos from County Counsel are NOT public documents. They are subject to the attorney-client privilege, which means no third party has a right to their disclosure. The privilege may be waived by the Council, but such waiver is generally discouraged.

Procedural Due Process

- Applicants and concerned community members alike have certain procedural rights guaranteed by California law. Neighbors, for instance, have a right to be notified in advance of a hearing that will determine whether a project is approved near their homes.
- Applicants have a right to a fair and impartial hearing.

Objective and Unbiased Decisionmaking

- Procedural due process requires that a hearing be conducted before a reasonably impartial, non-involved reviewer.
- Due process is violated when it is demonstrated that a decisionmaker had an “unacceptable probability of actual bias.”

Objective and Unbiased Decisionmaking (cont'd)

- While individual contacts and project site visits are not prohibited, each decisionmaker must remember to base his or her decision on evidence presented as part of the hearing process. Reliance upon evidence obtained outside of the hearing process may constitute “prejudgment,” which can be a due process violation. If a Council Member visits a site or meets separately with an applicant or neighbor, the Council Member should make that known during the hearing. Mere exposure to evidence outside of the hearing process is insufficient to establish bias.

Evidence of Pre-commitment or Pre-disposition

- Ideally, an adjudicatory decisionmaker will have an open mind going into a hearing regarding the appropriateness or desirability of a project. Council members should not be predisposed to a particular result in advance of a hearing.

Evidence of Pre-commitment or Pre-disposition (cont'd)

- A risk inherent in attending and participating in meetings outside of the Council hearing process is that the Council Member will render an opinion about a proposed project and, consequently, generate evidence of pre-commitment to a certain result (i.e., bias).

Conflicts of Interest

- Financial Interests
 - General Rule: “No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.”

Financial Interests (cont'd)

- A public official has a disqualifying conflict of interest if the decision will have a reasonably foreseeable material financial effect on one or more economic interests (unless the effect is indistinguishable from the effect on the public generally).

Financial Interests (cont'd)

- A few specific conflicts to look out for:
 - 1) Where you own property that is within 500 feet of a proposed project site;
 - 2) Where the decision will affect an employer or source of income (\$500 or more during the previous 12 months);
 - 3) Where the decision will affect a donor of gifts (\$360 or more during the previous 12 months);
 - 4) Where the decision will affect the personal finances of you or a family member;
 - 5) Where the decision will affect a business entity that you or a family member has invested in (\$2,000 or more).

Financial Interests (cont'd)

- It is the responsibility of the Council Member to be aware of potential disqualifying conflicts of interest. If it is determined that you have a conflict, you are required by law to recuse yourself.
- Decisionmakers may be personally liable (in \$\$ fines) for not disclosing a conflict under the Political Reform Act. The action of a Council may also be invalidated.

Incompatible Offices

- Under the doctrine of incompatible offices, a public official may not serve simultaneously on two separate boards or commissions if there would be “a significant clash of duties or loyalties between the offices.”
- The remedy under this rule is for the public official to give up the public office that he or she held for a longer period of time.

Misc. Process

- A CPAC recommendation of denial will automatically elevate the hearing body to the Planning Commission, with appeal to the Board of Supervisors.
(SZC § 6.1.2.)

Appeals by a CPAC

- A CPAC may appeal a decision of another County discretionary hearing body, including the Zoning Administrator, Subdivision Review Committee or Planning Commission.
- For timing/scheduling reasons, A CPAC may “pre-authorize” a (contingent) appeal prior to the actual PC/SRC/ZA hearing.

Appeals by a CPAC (cont'd)

- Appeal filing fee waived on CPAC appeal if there is a “community-wide interest” in the appeal.
- “Community-wide interest” means:
 - The project could potentially adversely affect properties beyond the immediate neighborhood (properties within 500 feet) in terms of traffic, noise, aesthetics, drainage or other impacts; or
 - The project would set a precedent for a use of land that has policy implications for the larger community.

Appeals by a CPAC (cont'd)

- *Pending Zoning Code* provision amendment:
 - Appeal fee may only be waived where a CPAC appeals an approval of a project that the CPAC previously recommended for denial.
 - (Consider when conditions of approval may be tantamount to a denial.)
 - (No “free” appeals for applicants.)



Welcome

Boards & Commissions Training

April 30, 2018

Clerk of the Board Department

Introductions

- ▶ Florence Evans, Clerk of the Board
- ▶ Alma Munoz, Assistant Clerk
- ▶ Kathy McClellan, Manager
- ▶ Clarice Thomas, Compliance Coordinator
- ▶ Melanie Haage, Boards & Commissions Coordinator

Objectives

- ▶ Understanding Membership Requirements & Key Components
 - Application and appointment process
 - Best practices
 - Statement of Economic Interest (Form 700)
 - Ethics Training (AB 1234)
 - Oath of Office
 - Communication

Members' Role

- Vacancy List
- Appointments List
- Application
- Interview
- Appointment
- Reappointment
- Resignation
- Meeting attendance & participation
- Compliance

Clerk's Role

- Application review
- Schedule interview (excluding CPACs)
- Agendize nominations & appointments
- Form 700s
- Track Ethics Certificates
- Conflict of Interest Code
- Administer Oaths of Offices
- File Oaths with Clerk Recorder
- Manage records
- Publish Appointments List
- Publish Vacancy List

Form 700 & Ethics

- Form 700
 - 30 days from date of appointment
 - Annually by 1st of April or first business day following 1st
 - 30 days from vacating seat (leaving office statement)
 - Forms filed electronically
- Ethics
 - 30 days from date of appointment
 - Every **2 years** thereafter
 - Training must be **2 HOURS OR MORE**
 - Certificates filed electronically
 - Electronic notifications

Communication

- Assuming office
- Annual filing
- Leaving office
- Resignations
- Ethics

Wrap Up & Thank You

Boards & Commissions

- ▶ www.form700.saccounty.net/Pages/default.aspx

Conflict of Interest

- ▶ <http://www.sccob.saccounty.net/Documents/County%20COI%20BCCC%201-2016.pdf>

Conflict of Interest

- ▶ www.form700.saccounty.net

Contact Information

Clarice Thomas (916) 876-9702

Form700@saccounty.net

Clerk of Board (916) 874-5451

BoardClerk@saccounty.net



Navigating the PER Website

Office of Planning and Environmental Review

April 30, 2018

Jessica Lynch

Overview

- County PER's website
 - Planning Projects Viewer
 - Development Code
 - Community Plans and General Plan
 - SPAs, NPAs, Specific Plans
 - Applicant pages
 - CPAC pages and informational materials
 - Other features



Planning Project Viewer

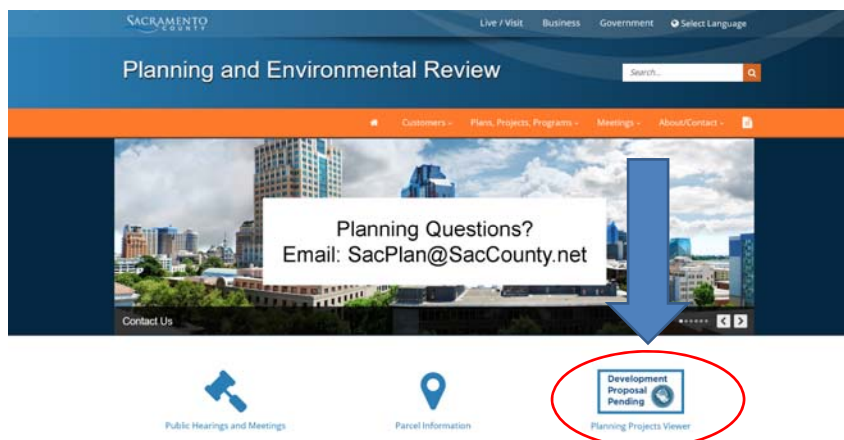
- Type in www.per.sacounty.net
- Underneath pictures, there is a white bar with three blue icons
- Third icon says “Development Proposal Pending” and is the Planning Project Viewer. Click to access.
- Viewer will open in a new window
- Use address, APN, Application No., etc. to search for project

3 April 30, 2018

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Planning Project Viewer



4 April 30, 2018

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Planning Project Viewer

Planning Projects Viewer

Fill out the form or select a community below

If you do not see a project and know it's within a Community, please contact the County's Planning Department at 974-6141.

Community: All Communities

Project Name: _____

Address: _____

Application No.: _____

Parcel No.: _____

Property Owner: _____

Applicant: _____

Status: ALL

Max Results: 200

Search Clear

5 April 30, 2018 Office of Planning and Environmental Review SACRAMENTO COUNTY

Planning Project Viewer

Planning Projects Viewer

Projects found: 1 [Q Search Again](#)

7-Eleven Use Permit and Design Review with Landscaping
Control #: PLNP2015-00016
Owner:
Status: Closed
Filed: Mon Feb 2 16:00:00 PST 2015

Project Details | **Hearing Information (4)** | **Documents (41)**

Project Name: 7-Eleven Use Permit and Design Review with Landscaping
Description: 7-Eleven Use Permit to allow a new 24-hour convenience store and fuel station with four pumps on approximately 0.51 acres in the Limited Commercial (LC) Zone. The new convenience store will be approximately 2,950 square feet in size.
Address: 1301 HOWE AVE, SACRAMENTO, CA 95825
Community: Arden-Arcade
Application No.: PLNP2015-00016
Property Owner: _____
Parcel No.: 285-0130-016
Project Status: Closed
Project Applicant: _____
Entitlement: UPB - Use Permit - B&S, Design Rev - Discretionary - PLNG
Filing Date: 2/3/2015
Lead Planner: _____
Project Manager Email: _____
Final Hearing Date: _____
Environmental Analyst Email: _____

6 April 30, 2018 Office of Planning and Environmental Review SACRAMENTO COUNTY

Development Code

- The “Development Code” includes the Zoning Code, Design Guidelines, and User Guide
- Start at www.per.saccounty.net homepage
- Hover cursor over “Plans, Projects, and Programs to access drop-down menu
- Select “Zoning Code”. Midway down the page, there are links to the ZC as a whole, as well as the individual chapters. Online ZC is updated regularly.
- ZC User Guide and Design Guidelines links are just below the individual chapters.

7 April 30, 2018

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Development Code

- The Design Review Program (including Design Guidelines) can also be accessed from the homepage via the orange tool bar.
- Select “Plans, Projects, Programs”, then on the far right under “Programs and Permits” select “Design Review Program”.
- On this page, you will find information about the Design Review program, the Design Guidelines, as well as the application information for both discretionary and non-discretionary design review.

8 April 30, 2018

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Development Code

The screenshot shows the Sacramento County website's 'Planning and Environmental Review' section. The navigation menu includes 'Customers', 'Plans, Projects, Programs' (circled in red), 'Meetings', and 'About/Contact'. The main content area is divided into four columns: 'Plans and Projects in Progress', 'Environmental', 'Land Use Regulation', and 'Programs and Permits'. A blue arrow points from the 'Environmental' column to the 'Zoning Code' link under 'Land Use Regulation'. Below the main content are icons for 'Public Hearings and Meetings', 'Parcel Information', and 'Development Proposal Pending'. The footer contains the date '9 April 30, 2018', the 'Office of Planning and Environmental Review', and the Sacramento County logo.

Development Code

The screenshot shows a document page titled 'Development Code'. The page contains several links and sections. The 'Adopted Zoning Code (Complete)' and 'Complete Sacramento County Zoning Code (9 MB)' links are circled in red. The 'Zoning Code User Guide' link is circled in green. The 'Countywide Design Guidelines' link is circled in blue. The page also includes a contact information section and a footer with the date '10 April 30, 2018', the 'Office of Planning and Environmental Review', and the Sacramento County logo.

General Plan and Community Plans

- Hover over “Plans, Projects, Programs” on the orange toolbar
- For the General Plan, select “General Plan” in the “Land Use Regulation” subsection. Click to access.
- The General Plan is divided into separate links for each Element. For the most part, the Land Use Element (Item 11) and the Land Use Diagram will be the focus of most projects reviewed by CPAC.

11 April 30, 2018

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General Plan and Community Plans

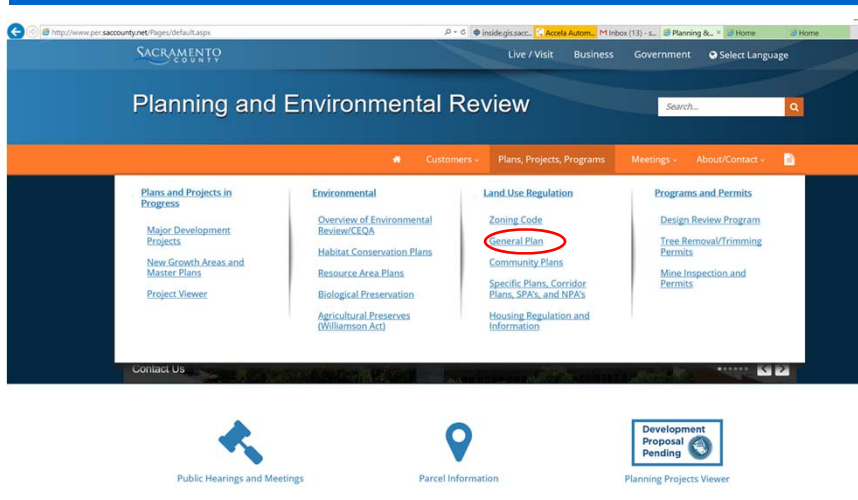
- Hover over “Plans, Projects, Programs” on the orange toolbar
- For the Community Plans, select “Community Plans” in the “Land Use Regulation” subsection. Click to access.
- On the Community Plans page, each Community Plan is separated in the table. Select the link to your relevant community plan for more information.

12 April 30, 2018

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General Plan and Community Plans

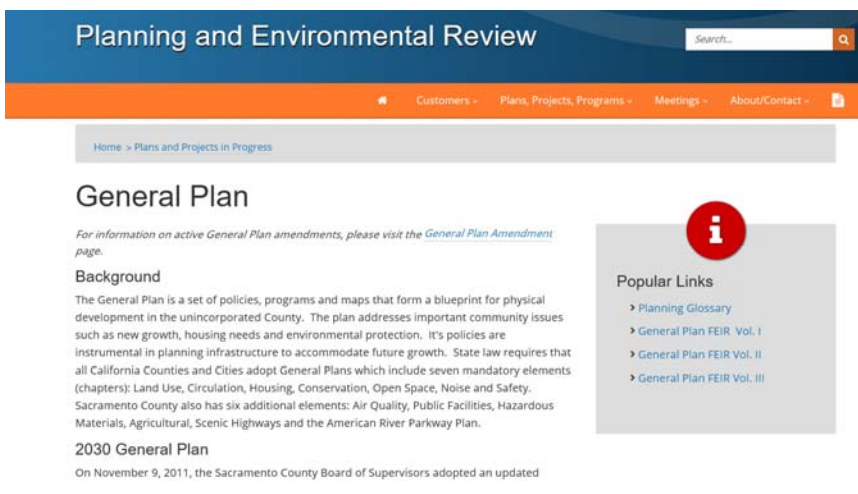


13 April 30, 2018

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General Plan and Community Plans



14 April 30, 2018

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General Plan and Community Plans

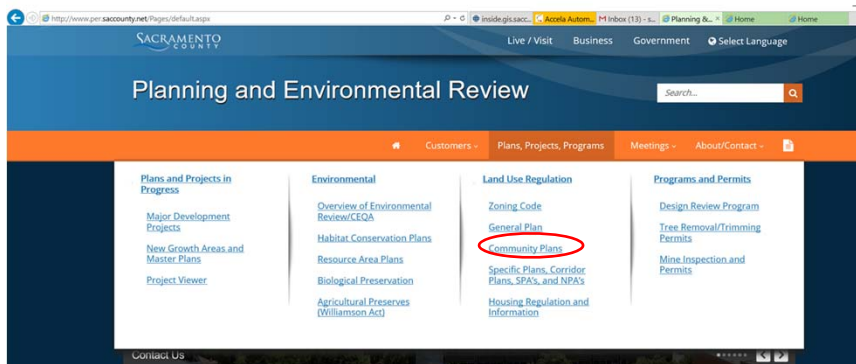
- 1. Cover Page
- 2. Components of the General Plan
- 3. Executive Summary
- B. General Plan Elements and Policy Maps**
 - 1. Agricultural (Amended September 26, 2017)
 - 2. Air Quality (Amended September 26, 2017)
 - 3. Circulation (Transportation) (Amended December 13, 2017)
 - Transportation Plan - Combined (Amended December 13, 2017)
 - Transportation Plan - Transit (Amended September 26, 2017)
 - Transportation Plan - Roadways (Amended December 13, 2017)
 - 4. Conservation (Amended September 26, 2017)
 - 5. Delta Protection (Amended September 26, 2017)
 - 6. Economic Development (Amended September 26, 2017)
 - 7. Energy (Amended September 26, 2017)
 - 8. Hazardous Materials (Amended September 26, 2017)
 - 9. Housing Element (Adopted October 8, 2013)
 - 10. Human Services (Amended September 26, 2017)
 - 11. Land Use (Amended December 13, 2017)
 - Land Use Diagram (Map) (Amended December 13, 2017)
 - 12. Noise (Amended December 13, 2017)
 - 13. Open Space (Amended September 26, 2017)
 - 14. Public Facilities (Amended September 26, 2017)
 - 15. Safety (Amended September 26, 2017)
- C. General Plan Background Sections**
 - 1. Air Quality

15 April 30, 2018

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General Plan and Community Plans



16 April 30, 2018

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General Plan and Community Plans

The screenshot shows a website header with the title 'Planning and Environmental Review' and a search bar. Below the header is a navigation menu with links for 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. A breadcrumb trail reads 'Home > Land Use Regulation Documents'. The main content area features the heading 'Community Plans and Special Projects' followed by a detailed paragraph explaining the purpose and scope of community plans. To the right, a 'Popular Links' section lists several resources: 'General Map Viewer', 'Planning Projects Viewer', 'Planning and Community Maps', 'Affordable Housing Code', and 'License to Sell Alcoholic Beverages'.

17 April 30, 2018

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General Plan and Community Plans

[Vineyard Springs Comprehensive Plan page](#)

Community Plan Documents and Maps

Community	Adopted Link to text, map or page
Antelope	1985 Antelope Community Area (map only)
Arden Arcade	1980 Arden Arcade Community Plan page 2006 Arden-Arcade Community Action Plan (Appendix to 1980 plan)
Carmichael	1975 Carmichael Community Plan Page 2006 Carmichael Community Action Plan (Appendix to 1975 plan)
Cordova	2003 Cordova Community Plan page
Delta	1983 Delta Community Plan page
Fair Oaks	1975 Fair Oaks Community Plan page
Florin-Vineyard	2010 Florin-Vineyard Community Plan page
North Highlands/Foothill Farms	1974 North Highlands/Foothill Farms Community Plan Text North Highlands/Foothill Farms Community Plan Map
Orangevale	1976 Orangevale Community Plan page

Click on link to Plan page

18 April 30, 2018

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General Plan and Community Plans

Home > Land Use Regulation Documents

Cordova Community Area

Board of Supervisors Adopt Plan Text

On May 21, 2003, the Board of Supervisors, by [Resolution No. 2003-0551](#), adopted a new Cordova Community Plan. This new plan is a policy-oriented document, and does not contain any land use changes. The plan governs properties within the Cordova planning area, but outside of the boundaries of the new City of Rancho Cordova. The plans provide a foundation for the County of Sacramento and the City of Rancho Cordova to coordinate on land use strategies, particularly for development along Folsom Boulevard and adjacent to the new light rail stations.

Maps

- > [Community Boundaries](#)
- > [Community Plan Map](#)

Documents

- > [Cordova Community Plan Text](#)
- > [Resolution Adopting Community Plan Text](#)

Popular Links

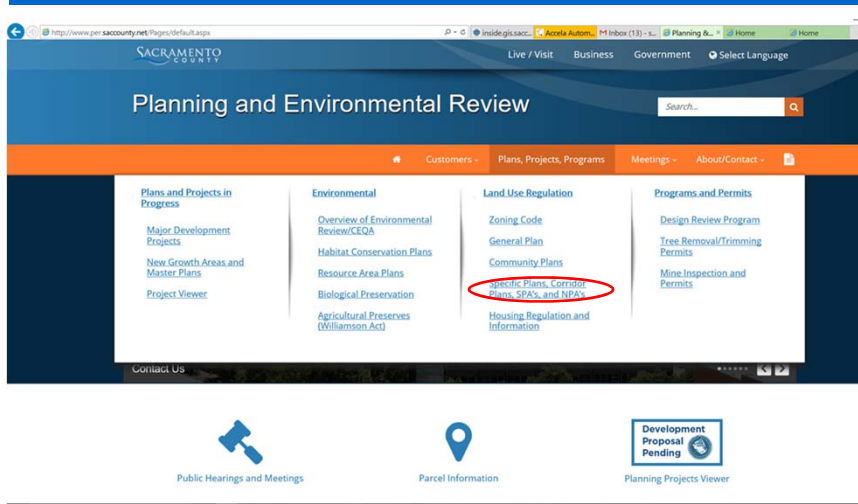
- > [General Map Viewer](#)
- > [Planning Projects Viewer](#)
- > [Planning and Community Maps](#)
- > [Affordable Housing Code](#)
- > [License to Sell Alcoholic Beverages](#)

19 April 30, 2018 Office of Planning and Environmental Review SACRAMENTO COUNTY

SPAs, NPAs, and Specific Plans

- Hover over “Plans, Projects, and Programs” on the orange toolbar
- Select the link for “Specific Plans, Corridor Plans, SPA’s, and NPA’s”
- Right under the header, there’s a “skip to” link

SPAs, NPAs, and Specific Plans

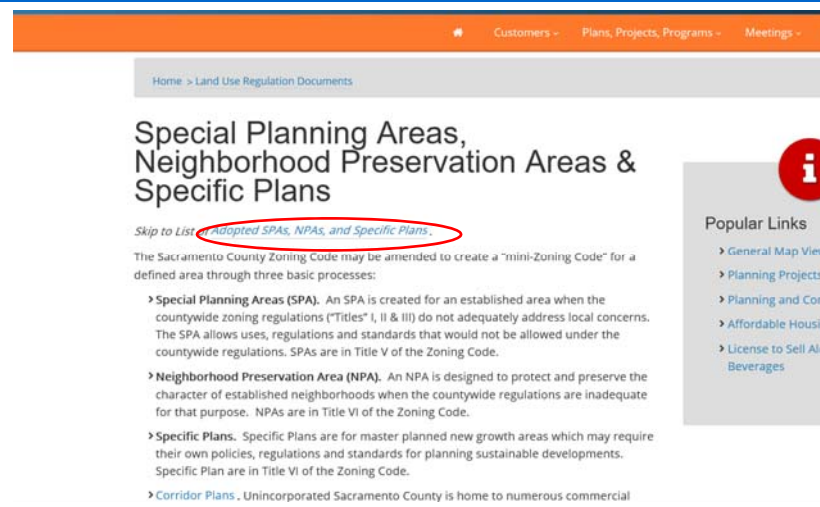


21 April 30, 2018

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SPAs, NPAs, and Specific Plans



22 April 30, 2018

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SPAs, NPAs, and Specific Plans

see the document.

Special Planning Areas (Titles V and VI)	
501-50	Greenback-Garfield
501-80	Madison - Kenneth
501-90	Citrus Heights
501-110	Citrus Road
501-120	Gold River
501-150	Edward Kelly School
501-160	Folsom Boulevard
501-190	Winding Way - Hackberry Lane
501-210	Gerber Road/Southern Pacific Railroad
501-230	Florin - Florin Perkins Road (Amended 9/24/13)
501-240	Stockton Boulevard - Gerber Road
501-250	Garden Highway
502-10	Fair Oaks Village SPA (See 537-20 below for Fair Oaks Village NPA)
502-20	Sunrise/Sunset

23 April 30, 2018

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Applicant Pages

- Hover over “Customers” on the orange toolbar
- Select the link for “Applicants”
- This page has links to Project Viewer, a page with Planning Hearings and Agendas, the project application forms and fees, as well as links to other pages that provide helpful applicant information.

24 April 30, 2018

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Applicant Pages

The screenshot shows the Sacramento County website's 'Planning and Environmental Review' section. The navigation bar includes 'Live / Visit', 'Business', 'Government', and 'Select Language'. A search bar is present. The main menu lists 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. The 'Applicants' link is circled in red. Below the menu, there are sections for 'Citizen Participation', 'Consultants', and 'Community Planning Advisory Councils (CPAC)'. A 'Projects' section follows, with a paragraph explaining community plans and a 'Popular Links' sidebar containing 'General Map Viewer', 'Planning Projects Viewer', and 'Planning and Community Maps'. The footer includes the date '25 April 30, 2018', the 'Office of Planning and Environmental Review', and the Sacramento County logo.

Applicant Pages

The screenshot shows the 'Applicants' page on the Sacramento County website. The page has a 'Home' breadcrumb and a main heading 'Applicants'. The content includes a paragraph about the application process for prospective applicants, a link for 'Parcel Information', and a section for the 'Parcel Viewer' which provides details on jurisdiction, zoning, and flood zones. There are four bullet points: 'Track Private Applications', 'Planning Hearings and Agendas', 'Planning and Environmental Review Application Forms', and 'Planning and Environmental Review Fees'. A 'Resources' sidebar on the right lists links for 'Parcel Information (Zoning)', 'Planning Projects Viewer', 'Zoning Code', 'General Plan', 'Public Hearings and Meetings', 'Planning Maps', 'Application Forms', 'Fees', 'Development Related Services', and 'FAQs (Process Overview)'. A 'Quick Links' sidebar lists 'Floodplain Management Amendments', 'South Sac HCP', and 'Affordable Housing Ordinance'. The footer contains the date '26 April 30, 2018', the 'Office of Planning and Environmental Review', and the Sacramento County logo.

CPAC Pages and Informational Materials

- Hover cursor over “Meetings” in orange toolbar
- Select your CPAC link directly or choose the header for “CPAC”
- On CPAC page, note “Information for CPAC Member Section”, which has a link to the Member Binders and Cool Tools. This link will also provide shortcuts to some of the other pages we’ve already reviewed.
- Also note training materials from years past available on CPAC page

27 April 30, 2018

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CPAC Pages and Informational Materials

- If you select your CPAC’s link at the bottom of the page, it will link you to the individual CPAC page.
- Planner contact information is available here, as are Agendas, Minutes, and Cancellation Notices. Standard meeting dates and times are listed near the top of the page.
- A large envelope icon near the top of the page also allows members of the public to sign up to get notification for CPAC agendas

28 April 30, 2018

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CPAC Pages and Informational Materials

The screenshot shows the Sacramento County website's 'Planning and Environmental Review' page. At the top, there is a navigation bar with links for 'Live / Visit', 'Business', 'Government', and 'Select Language'. Below this is a search bar. A secondary navigation bar contains links for 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. The main content area is divided into two columns. The left column lists various planning areas: [CPAC](#) (circled in red), [Antelope](#), [Arden Arcade](#), [Carmichael/Old Foothill Farms](#), [Cordova](#), [Cosumnes](#), [Delta](#), [Fair Oaks](#), [Natomas](#), [North Highland/Foothill Farms](#), and [Orangevale](#). The right column lists committees and boards: [Project Review Committee](#), [Design Review Committee](#), [Zoning Administrator](#), [Subdivision Review Committee](#), [County Planning Commission](#), and [County Board of Supervisors](#).

29 April 30, 2018

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CPAC Pages and Informational Materials

The screenshot shows the Sacramento County website's 'Community Planning Advisory Councils (CPAC)' page. At the top, there is a navigation bar with links for 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. Below this is a 'Home' button. The main content area features the title 'Community Planning Advisory Councils (CPAC)' and a sub-link 'Skip below to CPAC Agendas and Minutes Links'. The text describes the 'General Information on CPAC Role and Process', including the 'CPAC Role' and 'CPAC Process'. A sidebar on the right contains an 'i' icon in a red circle, followed by a 'Resources' section with links: [Parcel Information \(Zoning\)](#), [Planning Projects Viewer](#), [Zoning Code](#), [General Plan](#), [Public Hearings and Meetings](#), [Planning Maps](#), [Application Forms](#), [Fees](#), and [Development Related Services](#). Below the resources is a 'Quick Links' section.

30 April 30, 2018

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CPAC Pages and Informational Materials

Board's website and click on the "Application and Instructions" link.

Information for CPAC Members

Procedural Information for CPAC members

NEW! CPAC Member Binders and Cool Tools: Please click this link to view and download your CPAC Member Binder and explore Planning and Environmental Review's "Cool Tools".

Informational Presentations from Past CPAC Training

2017 CPAC Training Materials

- › Legal Procedures
- › Roles and Responsibilities
- › Public Convenience & Necessity (PCN) Training
- › Zoning Code Amendments

2016 CPAC Training Materials

- › Legal Requirements
- › New CPAC Members Training
- › Residential Accessory Dwelling and Hardship Mobile Homes Training
- › Subdivision Map Act Basics

CPAC Meeting Times, Places, Agendas and Minutes

To determine the Community Planning Advisory Council related to a project, view CPAC Boundaries Map.

Get Updates/Give

- › Sign Up: Meeting/Pr
- › How Are We Doing

31 April 30, 2018

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CPAC Pages and Informational Materials



Home > CPAC

Procedural Information For CPAC Members

CPAC Member Informational Binders

The informational binder is provided to assist you in carrying out your functions as a Council member. The Sacramento County Board of Supervisors has appointed you as a representative of your community, to participate on the local planning council. The council will review all planning projects for compatibility with your community plans, goals and objectives, and make recommendations to the County Planning staff, the Board of Supervisors and all other county Planning hearing bodies.

Please click on the corresponding CPAC Member Informational Binder:

- › Antelope CPAC Member Binder
- › Arden CPAC Member Binder
- › Carmichael/Old Foothill Farms CPAC Member Binder
- › Cordova CPAC Member Binder
- › Cosumnes CPAC Member Binder
- › Delta CMAC Member Binder
- › Fair Oaks CPAC Member Binder



Resources

- › CPAC Main Page
- › CPAC Agendas and Minutes
- › Public Hearings and Meetings
- › FAQs (Process Overview)

Get Updates/Give

- › Sign Up: Meeting/Pr Updates
- › How Are We Doing

32 April 30, 2018

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CPAC Pages and Informational Materials

The screenshot shows the Sacramento County website's 'Planning and Environmental Review' section. The header includes 'SACRAMENTO COUNTY', navigation links for 'Live / Visit', 'Business', 'Government', and 'Select Language', and a search bar. Below the header is a navigation menu with 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. The main content area is divided into two columns. The left column lists various CPAC areas: Antelope, Arden Arcade, Carmichael/Old Foothill Farms, Cordova, Cosumnes, Delta, Fair Oaks (circled in red), Natomas, North Highland/Foothill Farms, and Orangevale. The right column lists committees and boards: Project Review Committee, Design Review Committee, Zoning Administrator, Subdivision Review Committee, County Planning Commission, and County Board of Supervisors.

33 April 30, 2018

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CPAC Pages and Informational Materials

The screenshot shows the 'Fair Oaks Community Planning Advisory Council' page. It features a navigation menu at the top with 'Customers', 'Plans, Projects, Programs', 'Meetings', and 'About/Contact'. Below the menu is a breadcrumb trail 'Home > CPAC'. The main heading is 'Fair Oaks Community Planning Advisory Council'. A red circle highlights an email notification icon and the text 'Receive an e-mail update when new information is available.'. Below this, the page provides meeting details: 'Meeting Day and Time: Regular meeting and recess every 2nd Wednesday of the month, 6:30 p.m.', 'Location: Old Fair Oaks Library, 4200 Temescal Street, Fair Oaks, CA 95628', and 'Submitting Comments: You may provide comments on projects to CPAC members at the following email: CPAC-FairOaks@saccounty.net'. A green circle highlights the 'Sacramento County PER Staff Representatives for Fair Oaks CPAC' section, listing Jessica Brandt and Leanne Mueller. A blue circle highlights a table of 'Fair Oaks CPAC Agendas and Minutes' for the year 2018. The table has columns for 'Type', 'Date', 'Document Type', and 'Name'. It lists two agenda items: '4/11/2018 Agenda Fair Oaks CPAC Agenda 04-11-2018' and '3/14/2018 Agenda Fair Oaks CPAC Agenda 03-14-2018'.

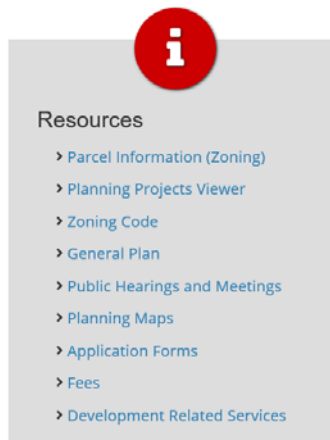
34 April 30, 2018

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Other website features...

- On most pages, a grey shortcut box can help you get to the page you're looking for next a little faster!
- Above the orange toolbar, there's also a search bar to help you find what you're looking for.
- Under "About/Contact" in the orange toolbar, there's additional resources for help with the website, as well as contact info for all staff planners.

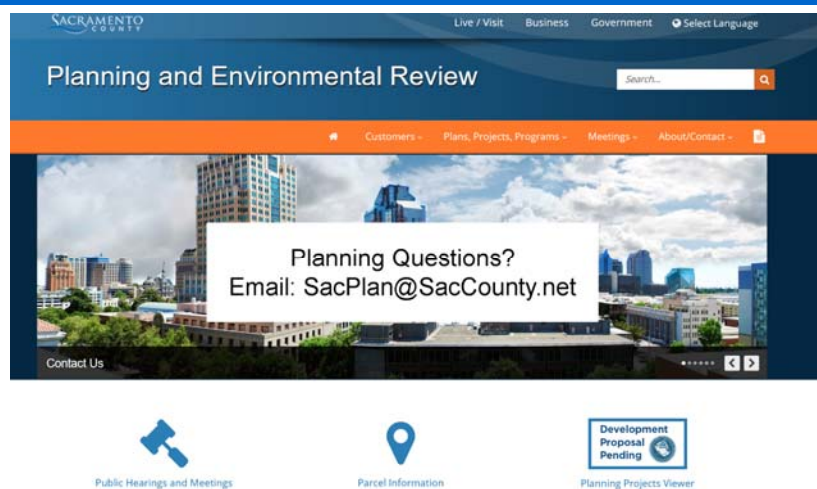


35 April 30, 2018

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Questions?



36 April 30, 2018

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Planning "201"

CPACs, Planners, and the Planning Process

April 30, 2018

Chris Pahule and Shelby Vockel

Overview

- Where, what, and why do we review projects?
- Before the meeting – Staff and CPAC members
- Roles during the meeting
- After the meeting

Role of the CPAC

Types of Items Reviewed

- Review of land use proposals for use permits, rezones, variances, subdivision maps
- Involvement in and review of larger Growth Area Plans, Corridor Plans, and Community Plans
- Review other matters referred by other Departments

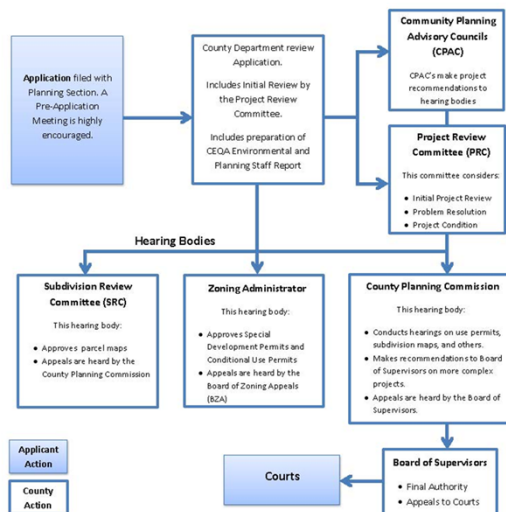
Purpose of Review

- Represent community interests and perspective
- Often first chance for community to learn about proposals
- Early review can shape or result in changes to projects

Role of the CPAC - Continued

- CPAC early review and comment intended to inform Planning's recommendations; therefore, occurs prior to preparation of the staff report
- Can defer any controversial project that requires significant environmental assessment
- Recommendations are important to County hearing bodies
- Important to articulate justification for action and proposed conditions
- Indicate on referral any follow-up needs and technical issues that need to be addressed (e.g. drainage, traffic)
- Role of the investigating member

When does the CPAC review projects?



5 April 30, 2018

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SACRAMENTO COUNTY

When does the CPAC review projects?

- Before a CPAC reviews a project, staff has:
 - Reviewed the application for “completeness”
 - Distributed the project for agency comment
 - Done an initial review of the plan with the Design Review Administrator
 - Prepared a project description and posted a sign
- Design Review Advisory Committee (DRAC) review may or may not precede CPAC
 - It depends on the project and how much estimated change as a result of site design/community comment
 - Will feedback from the community significantly alter the design?

6 April 30, 2018

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SACRAMENTO COUNTY

Project Types

Items for CPAC Review

- Use Permits
- Special Development Permits
- Tentative Parcel and Subdivision Maps
- General Plan, Community Plan, Specific Plan Amendments and Rezones
- Letters of Public Convenience and Necessity (PCNs)
- Time Extensions
- Some Development Plan Reviews
- Etc.

Items CPAC does NOT Review

- Minor Use Permits
- Boundary Line Adjustments
- Williamson Act Contracts
- Business Licenses
- Non-Discretionary Design Review
- Vacation Rental Permits
- Etc.

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7

Special Development Permits

- Special Development Permits vs. Variance...what is the difference?
 - The Board of Supervisors adopts the various County policy documents, and each document provides appropriate entitlements for different requests
 - For both Special Development Permit and Variance, hearing body level is designated by policy document
 - Variance has three, strict findings from State law
 - Variances are specifically required by many Planned Developments, Special Planning Areas, and Neighborhood Planning Areas
 - Special Development Permit applies primarily to Zoning Code
 - Special Development Permit is intended to grant more flexibility from Zoning Code standards for more creative design, vs. Variance which “provides limited relief”.

8 April 30, 2018

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PCNs

- Required for alcohol sales in over-concentrated census tracts
- Consultation with the Sheriff's Department
- Two phases, CPAC reviews project in first phase
 - Project may choose not to continue to second phase due to community input
- CPACs make a recommendation on the PCN, Board of Supervisors is appropriate authority
- Discretionary entitlement projects that require a PCN should run both items concurrently to CPAC
 - This is a work in progress!

Design Review

- Different kinds of Design Review...
 - Incidental
 - Non-Discretionary
 - Discretionary, with other entitlements
- What role does CPAC have in Design Review?
 - Comments on community context
 - Site layout
 - Neighborhood compatibility
 - Provide staff with feedback to take to DRAC
- Staff collects comments, Design Review Administrator makes a determination of consistency with Countywide Design Guidelines

Before the Meeting

- Getting the Packet of materials
 - Full packet sent to Chair in advance
 - Email to all members two weeks in advance
 - Request for exhibits
- Assignment of Investigating Member
- Importance of a Quorum to avoid continuances, especially on economic development projects
 - Absences should be reported to Chair one week in advance
- Call to the Chair by Planning staff attendee – One day before
- Site Visit – optional; important for investigating member

11 April 3, 2017

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Setting the Stage

- Room Arrangement
 - Table and seating set-up
 - The Planner in a manner to provide support
 - CPAC members at table in front
- New Tools Available
 - Gavel
 - Speaker request forms
 - Timer
 - New nameplates



12 April 30, 2018

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Meeting Procedures

- Chairperson calls the meeting to order and explains role of the CPAC – script available
 - Appointed by Board; volunteer
 - Recommendations to Hearing Bodies; advisory
- Chair introduces members, Planner and any other County or Agency representatives
- Chair announces any change to the Agenda
- New - Adopt minutes from the prior meeting
- Agenda items
- Adjourn Meeting

Quorums

- Quorum is majority of appointed members
- Majority of quorum constitutes sufficient votes for action
- If no quorum:
 - On controversial projects, reschedule item
 - On routine or time-sensitive projects, the CPAC may provide comments from the CPAC members and public
 - Staff report will summarize comments and indicate no quorum and no vote
 - Do not vote if there is no quorum
 - May consider workshop items (no vote)

Typical Hearing Item

- Chair calls the item
- Staff overview of request and process
- Investigating Member
- Applicant Presentation
- Questions by CPAC members
- Public Comment
 - Use of Speaker requests
 - Speakers recognized by the Chair
 - Speakers to direct questions and comments to the CPAC
 - Reasonable time limit to comments (2-5 minutes typical)



Typical Hearing Item – cont.

- Applicant response to questions and issues
- CPAC Discussion
- CPAC Vote – capture on referral
- Minutes

Role of the CPAC – Evaluation of Projects

- Consider consistency with General Plan, Community Plans, Zoning Code, Special Planning Areas
- Consider community concerns with visual impacts, traffic, drainage, trees, crime, etc.
- Technical information may not be available and follow-up after the meeting will occur
- Ok to walk the neighborhood and talk to neighbors
- Neighborhood compatibility

Role of the CPAC Coordinator and Secretary

- Calls applicant before scheduling to ensure attendance
- Prepare hard packets for chair 30 days in advance
- Coordinates with Chair on agenda items
- Mail courtesy notices two weeks in advance (not legally required)
- E-mail application packet to all CPAC members 2 weeks in advance
- Prepares agenda and sends to all CPAC members 5 days in advance
- Posts agenda on site and website, and posts minutes

Role of the Planner at CPAC meeting

- Assist in meeting setup
- Provide overview of request and process
- Assist with voting procedures and proposed conditions
- Summarize policy issues and alternative courses of action
- Provide technical information if possible
- Report back on results of prior CPAC items
- Bring minutes and referrals back to CPAC Secretary

Role of the Project Manager

- Key contact for individual projects
- Available to answer calls and questions from CPAC members prior to or after meetings
- Contact information is found on worksheet in emailed packet
- CPAC comments addressed in staff report; proposed conditions incorporated
- Address why staff recommendation may be different

Role of the Applicant

- Makes presentation at beginning of meeting
- Brings large scale exhibits
- Responds to questions and comments from CPAC and audience
- Directs answers and comments to CPAC, not audience



After the Meeting

- Meeting Minutes completed
- Completed CPAC Referral Form
- Project Items move on to next hearing body

After the Meeting – Hearing Process



Questions/Comments

THANK YOU FOR YOUR CONTRIBUTIONS

CONTINUED COMMITMENT TO HOMELESS INITIATIVES

Meeting the Complex Needs
of Sacramento County Residents
Experiencing Homelessness

\$7.4 Million In 2017/18 to Fund New Homeless Initiatives
\$44 Million Over Three Years In Mental Health Services Act (MHSA)

INITIATIVE 1

Improve Family Crisis
Response and Shelters

268

Families
Sheltered

293

Families Served
72 Hour Rapid Response

More Inclusive Qualifications
Streamlined Entry Process

INITIATIVE 2

Preserve Mather
Community Campus

885+

People Served Through 8 Residential
(267 Units) & Nonresidential Programs
by Volunteers of America

INITIATIVE 3

Full Service
Re-housing Shelter

250-300

People Will Be
Served Annually

INITIATIVE 4

Flexible Supportive
Re-Housing Program

250

Individual & Families Will Be
Re-housed in the
First Year of the Program

Additional Increased Public Housing
Authority Resources For Homelessness

75

75 Veteran Affairs
Supportive Housing (VASH)
Vouchers Authorized to
Shelter Homeless Veterans
Over Three Years

150

Annual Vouchers
Limited Preference
Allocation Turnover

375

Project-based Vouchers
New or Existing
Permanent Supportive
Housing Over 3 Years

50

Vouchers Over Over
3 Years to Support Current
Housing Tenants Move to
Affordable Housing and
Serve New Families In Need
of the Intensive Services

100

Vouchers For
Homeless Youth
Participating In a
New Federal Grant
Called "P3"



Project Spotlights

Annual CPAC Training

April 30 2018

Wendy W. Hartman
Office of Planning and Environmental Review

Overview

- **The unincorporated area of the County is a mosaic of unique communities each possessing a distinct character and a different set of needs.**
- **The County desires to prepare materials that highlight these unique characteristics with an emphasis on placemaking.**

Community Spotlights

- 14 Community Spotlights based on the general boundaries of the Community Planning Advisory Council Areas
- Will be available in print and website formats
- Given unique nature of each community, not all Spotlights will highlight the same types of information



Why Spotlights?

- Not subject to CEQA or other State Planning requirements
- Cost effective snapshot of each community that highlight the positive aspects of each specific community
- Serves multiple purposes: planning tool, marketing brochure, emphasizes community identity



Team Approach

- Planning and Environmental Review
 - Not a traditional policy planning document
- Public Works and Infrastructure
 - Highlight valuable recent and pending road and infrastructure improvements
- Office of Economic Development
 - Highlight job creation, business attraction and retention, small business assistance and other positive economic efforts
- Office of Communications and Media
 - Advise and Input from a Media and Marketing perspective
- Consultant Assistance
 - Including but not limited to visuals and production

Potential Spotlight Content

Each community has a distinctive character, history, and natural setting. The Spotlights can highlight in a positive manner :

- Local parks, schools, community festivals, and important demographic information
- Applicable County policies and codes to further foster “Placemaking” within that community
- Positive efforts underway in planning, economic development and public works that can serve to improve each community.
- Any other information deemed important by the Board, community members and staff assigned to the project

QUESTIONS for CPAC

- Content: based upon your knowledge of your constituents and communities, have we missed key content categories?
- Other feedback

Public Outreach

- Information distributed/presented at CPAC meetings
- On-line surveys
- Social Media
- Coordination & outreach with other departments and stakeholder groups

Schedule

	Task	Timeframe
1	Develop Template & Work Plan	Feb-April 2018
2	Research & data collection Public Outreach	May – August 2018
3	Inform CPACs	April 2018
4	Internal Review Group 1	August 2018
5	Internal Review Group 2	September – October 2018
6	Publish	November 2018



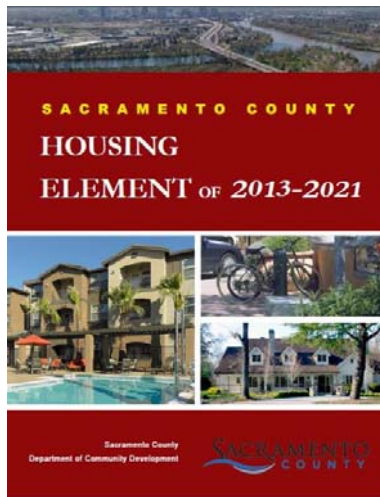
Housing Legislation

Annual CPAC Training

April 30 2018

Wendy W. Hartman
Office of Planning and Environmental Review

Sacramento County Housing Element



- Certified by HCD
- 8 Year Planning Period
- General Plan Annual Reports to the COPC & BOS
- Analysis for New Housing Element starting in 2018

Regional Housing Needs Allocation (RHNA)

Income Level	Units							Total	Remaining RHNA
	RHNA	Year 1 2013	Year 2 2014	Year 3 2015	Year 4 2016	Year 5 2017			
Very Low	3,149			30	46		76	3,073	
Low	2,208			117			117	2,091	
Moderate	2,574	142	85	133	255	235	850	1,724	
Above Moderate	5,913	264	208	265	352	426	1,515	4,398	
Total	13,844	406	293	545	653	661	2,558	11,286	

2017 Housing Legislation Package

- Regulatory Reform: **AB 1397, SB 166, SB 879, AB 1505, AB 1515, AB 1521, SB 167/AB 678, AB 72**
- Streamlining: **SB 35, AB 73, SB 540, AB 1515**
- Funding: **SB 2, SB 3**
- Other: **AB 571**

Key Bills

- **SB 166** – Findings required for proposals to build fewer units or at a different income category than identified. Requirements to rezone land within 180 days if there is a shortage of vacant sites.
- **AB 1397** – Restricts parcels that can be included in the vacant land inventory
- **SB 35** – Streamlines ministerial approval process for multi-family if not meeting RHNA
- **SB 167 / AB 678** – Findings required when disapproving or conditioning moderate-, low-, and very low-income housing, and requires a staff consistency determination
- **SB 2** – Real estate transaction fee as funding for affordable housing.

Next Steps

- HCD guidance coming soon to assist in implementing 2017 bills and process to receive SB 2 funding
- Housing legislation analysis team
 - 2017 Housing Legislation Clean-Up package
 - 2018 Housing Legislation package



Planning and Environmental Review Quick Facts: Accessory Dwelling Units

What is an Accessory Dwelling Unit (ADU)?

(Also known as: guest house, granny unit, second dwelling, studio apartment, pool house, residential accessory dwelling, or rental unit.)

Generally, an ADU is an accessory structure that is developed for sleeping (or habitation) purposes. The ADU can include a full or partial kitchen, and full or partial bathroom. Partial kitchen or bathroom facilities are only allowed if the unit has access to full facilities on the property, for example in the primary dwelling. The ADU must have water and sanitation service.

The Sacramento County Zoning Code (SZC or Zoning Code) definition is:

Dwelling, Accessory Unit.

An attached or detached dwelling unit, accessory to a primary dwelling, which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An Accessory Dwelling Unit also includes the following:

- An efficiency unit, as defined in Section 17958.1 of California Health and Safety Code.
- A manufactured home, as defined in this Chapter and in Section 18007 of the California Health and Safety Code.

Can I Build an ADU?

An ADU is allowed in all Agricultural, Agricultural- Residential, and Residential zones in the unincorporated County, provided that the property is developed with a single-family residence, and the ADU is developed in compliance with Zoning Code development standards.

ADUs are required to obtain an Accessory Dwelling Unit Administrative Permit (ADUAP) through the Office of Planning and Environmental Review. These permits will be reviewed at a staff level, with an expected turnaround of one to two weeks. More information on the ADUAP process and fees will be available at www.per.saccounty.net soon.

ADUs that do not meet required Zoning Code development standards must request deviations through the Special Development Permit process. This is an entitlement process, which includes an environmental review and public hearings. More information on the Special Development Permit take effect process, fees, and application materials can be found at: <http://www.per.saccounty.net/Pages/Planning-Applications.aspx>.

Can I Rent Out an ADU?

Yes. A structure permitted as an ADU may be rented out, either short or long term. If short-term rental is contemplated, a Vacation Rental Permit is required. More information on Vacation Rental Permits can be found at <http://www.per.saccounty.net/applicants/Pages/Vacation-Rental-Permits.aspx>.

What is the Difference between an ADU and an Accessory Structure?

The Zoning Code defines an Accessory Structure as:

Structure, Accessory

A structure that is accessory to a permitted primary residential use and is developed in a manner that does not allow for sleeping (i.e., non-habitable) or include independent living facilities. Examples include detached garages, workshops, sheds, gazebos, and pool houses. Does not include Accessory Dwelling Units or Incidental Agricultural Accessory Structures.

Generally, ADUs are developed to allow either short or long-term habitation, and Accessory Structures are not. Other differences include:

Accessory Dwelling Unit	Accessory Structure
Allows sleeping/habitation	Does not allow sleeping/habitation
Full or partial kitchen allowed	Partial kitchen allowed, no cooking facilities
Full or partial bathroom allowed	Partial bathroom (two fixtures) allowed, except for pool houses, which allow three fixtures.
Can have more than one room	Only one room (plus bathroom) allowed
Minimum size of 150 s.f.	No minimum size
Only allowed one ADU per lot	No max number
Must have water and sanitary facilities	Not required to have water or sanitary facility
Able to rent out short (VRBO) or long term	Not allowed to rent out short or long term

What are the Development Standards for ADUs?

Note: the following table and list are not comprehensive. Please review Zoning Code Section 5.4.5.F at: <http://www.per.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx> prior to moving forward with plans for an ADU for complete development standards.

Select Development Standards for Accessory Dwelling Units (ADUs) in All Zones		
Standard	Structure	Mobilehome/ Manufactured Home
Minimum ADU Size (Habitable Square Footage)	150 sq ft	
Maximum ADU Size- Detached (Habitable Square Footage, Gross Lot Area) [1]	For lots of less than 5,200 sq ft:	Special Development Permit required for any size ADU
	For lots of 5,200 sq ft to less than 20,000 sq ft:	600 sq ft
	For lots of 20,000 sq ft or greater:	800 sq. ft.
Maximum ADU Size- Attached (Habitable Square Footage) [1]	Same size limitations as for Detached ADUs, with the additional restriction that attached units cannot exceed 50% of the primary dwelling habitable square footage.	N/A
Maximum Non-Habitable Square	50% of the Habitable Square Footage of	N/A

Select Development Standards for Accessory Dwelling Units (ADUs) in All Zones		
Standard	Structure	Mobilehome/ Manufactured Home
Footage Attached to ADU	the ADU	
Minimum Building Width	N/A	
Maximum Building Height and Number of Stories	20 feet , Single Story	
General Setbacks	Same setbacks as for primary dwellings.	
Minimum Setback from Primary Dwelling	Detached Unit: 10 feet Attached Unit: N/A	10 feet
Foundation	All ADUs shall be constructed on a permanent foundation.	

[1] Deviations from maximum ADU size limits may be allowed through a SPZ, but in no case can ADUs be greater than 1,200 sq. ft. in size.

Additional Development Standards

- a. The ADU is architecturally compatible with, and subordinate to, the primary dwelling in that:
 - (i) The exterior finish materials of a detached ADU are visually similar or complementary to those of the primary residence with respect to type, size, placement, and color.
 - (ii) The exterior finish materials of an attached ADU are visually similar to the primary residence, with the goal of appearing as a single cohesive unit.
 - (iii) The roof pitch of a detached ADU may vary from the primary dwelling, however flat-roofed structures are discouraged.
 - (iv) The roof pitch of an attached ADU should be the same as the predominate roof pitch of the primary residence.
 - (v) The primary entrance to an attached ADU shall not be constructed on the façade of the primary residence that faces a public right of way, unless other placement options are not viable.

- b. The ADU has been sited and designed to pose minimal visual impact to, and maintain the privacy of, surrounding properties by:
 - (i) Greater setbacks than the minimum required are utilized when possible and beneficial to lessen visual impact of the ADU on surrounding properties.
 - (ii) Windows, patios and balconies faced away from neighboring properties with closely sited residences, to the greatest extent feasible.
 - (iii) Use of landscaping as screening to enhance residential privacy.



Design Review Program Enhancements

CPAC TRAINING

April 30, 2018

Overview

- 1 Design Review Program Goals
- 2 The Review Process
- 3 The Countywide Design Guidelines + Amendments

Design Review Program Goals



PROMOTE QUALITY DESIGN

- Encourages best practice design principles
- Encourage projects to contribute and compliment surrounding community.



PROMOTE ECONOMIC VITALITY

- Encourage opportunities for commercial and residential uses.
- Consider social and economic factors of



PROMOTE ACTIVE DESIGN

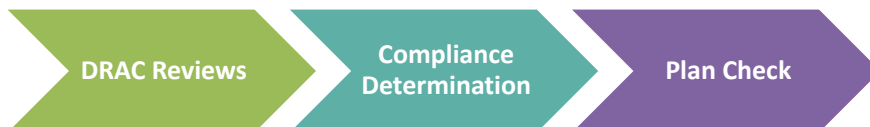
- Aims to improve, enhance, or maintain quality of life through design
- Encourages walkability and equity



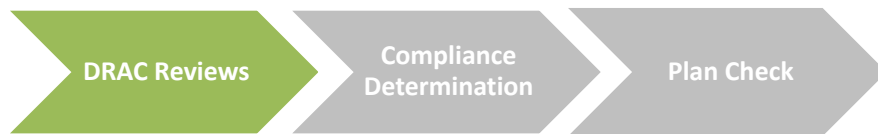
PROMOTE SUSTAINABILITY

- Encourages urban greening practices
- Considers not only current state of development but the future state

The Review Process



The Review Process



- This can be an interactive process

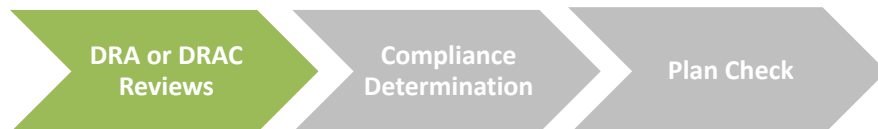


COUNTYWIDE DESIGN GUIDELINES

- Implementation tool for the County General Plan
- Provides recommendations and standards for review of projects
- Relied upon to make design recommendations and
- Currently being **UPDATED!**



The Review Process



T
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D
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C



Studio Manager of Commercial/Retail Studio
Shannon King Wiese Architects



Associate Principal HR Group Architects



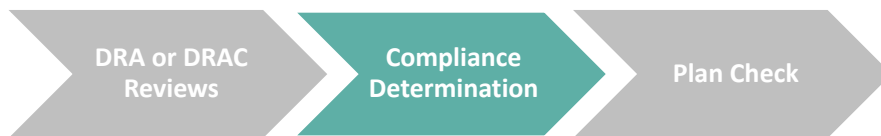
Urban Design Manager - City of Sacramento

Bruce Monighan

Joshua Divelbiss



The Review Process



FINDINGS

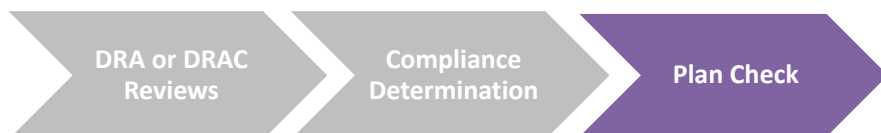
- 1) Project substantially complies with the Countywide Design Guidelines
- 2) Project would substantially comply with the Countywide Design guidelines if modified with recommended modifications
- 3) Project does not comply with the Countywide Design Guidelines and should, as consequence, not be approved

APPEALS

- Nondiscretionary: Heard by the Board of Zoning Appeals
- Discretionary: Heard by the Board of Supervisors



The Review Process



Review of Building Plan Sets

- Does the general scale and massing match what was approved?
- Does the façade treatment match what was approved?
- Do the materials match what was approved?

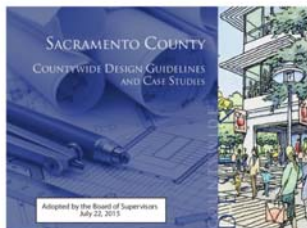
** Site and landscaping plans reviewed for compliance with Design Review during landscape plan reviews. (Separate to Building Plan Sets)*

What if a Building Plan Set Does Not Match What Was Approved?

- If minor changes, project may require a substantial compliance determination for compliance with approved project.
- If major changes, project may require an additional design review.



Countywide Design Guidelines



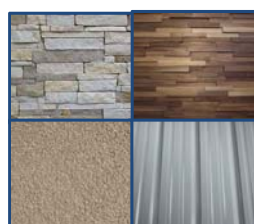
- 1.0 Introduction
- 2.0 Single-Family Design Guidelines
- 3.0 Multifamily Design Guidelines
- 4.0 Commercial Design Guidelines
- 5.0 Employment District Design Guidelines
- 6.0 Village Centers/ Mixed-Use Design Guidelines
- 7.0 New Communities Design Guidelines



Countywide Design Guidelines Amendments



- Drive Through Screening
- Façade Treatment
- Materials and Accent Materials



Questions?
