

RESOURCE MANAGEMENT AGENCY PLANNING DEPARTMENT

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NCA

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PLANNING COMMISSION DATE: August 7, 2012

AGENDA ITEM: 5#

CZ	#2011-005	Amendment to the County Code, Title 18, Rescind Chapter 18.97 and Replace with Preliminary Plan Review Applicant: Madera County EXEMPT
APN	Countywide	
CEQA		

REQUEST:

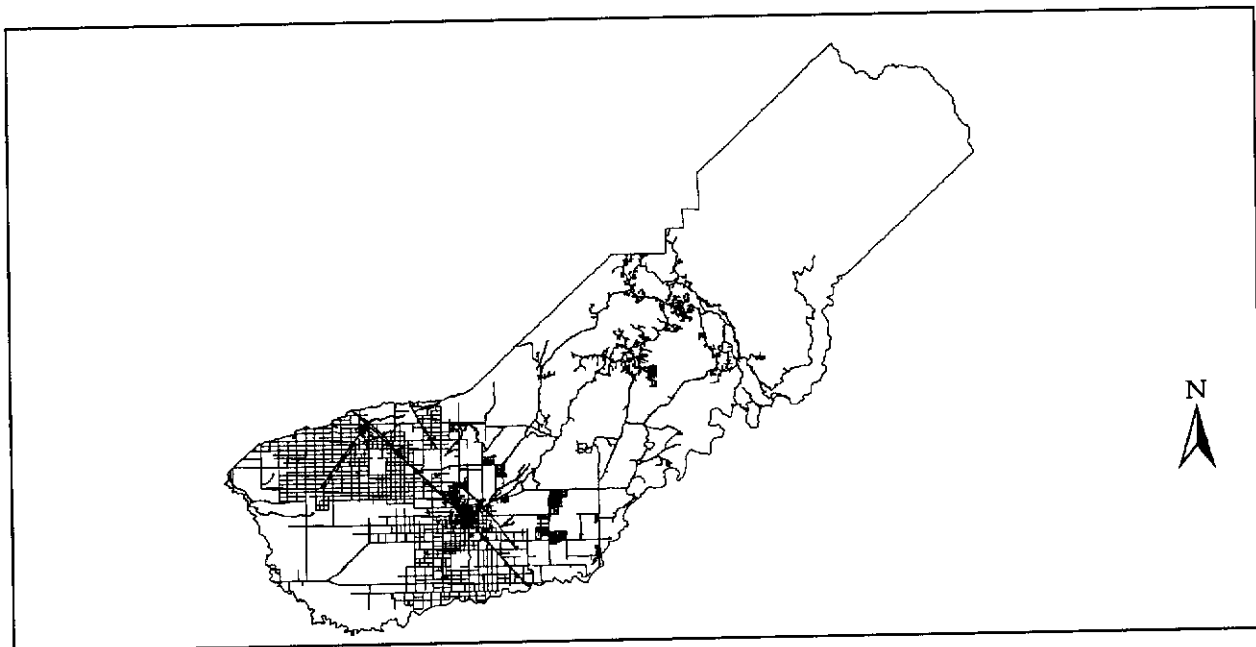
This is a proposal by the County of Madera to amend the Madera County Ordinance, Title 18, by rescinding Chapter 18.97, the Parking and Development Review ordinance and replacing it with the Preliminary Plan Review.

LOCATION:

The proposed amendments will affect all zone districts in Madera County.

ENVIRONMENTAL ASSESSMENT:

Under the provisions of the California Environmental Quality Act (CEQA), Section 15061(b)(3), and the Madera County Environmental Guidelines, the County has determined that this amendment will not have a significant effect on the environment and is exempt from CEQA.



RECOMMENDATION:

Approve.

PROJECT DESCRIPTION:

Staff is proposing an amendment to the Zoning Ordinance replacing the Parking and Development Review requirements and procedures with a Voluntary Preliminary Review ordinance.

ORDINANCES/POLICIES:

Madera County Code Title 18.

ANALYSIS:

The Parking Ordinance and the Parking and Development Review Permit was first approved in 2006, revised in 2008 and again in 2009. At that time, staff indicated that we would continue to watch and amend the process to fit the needs of the community. We have found that the existing, entire procedure is too restrictive, too expensive and slows the permit process. The goal was and still is to save the customer money by reviewing the project and indicating any changes that will be required prior to the submittal of the building permit. Therefore, when a building permit is submitted, all of the information and site plan should be accurate; processing the building permit will go smoothly, thus saving the applicant time and money.

In August, 2011, this item was before you to gather comments. No public comments were received. However, based on Planning Commission input, staff believes that the process would still restrict development. Therefore, we started over. The proposal is to offer the public a voluntary preliminary review. If the developer would like staff to look at his proposal, he would fill out the Preliminary Review Questionnaire, and submit the questionnaire along with a preliminary drawing and whatever information that he has to the Planning Department. The Planning Department would distribute the intake material to the other RMA Departments. Since this is not a development application, it would be premature to submit to any outside agency. The departments would perform a basic review and submit comments. The Planning Department would then schedule a meeting with the applicant and the department representatives to review the comments and answer any basic questions. The information given to the applicant would be valid for one year. The intent is to review multifamily, commercial, industrial, institutional and other similar uses to ensure that all development requirements are addressed. However, the submittal requirements have been reduced and simplified to more of a pre-application review.

The regular fee for the Parking and Development Review Permit is \$3,132. The Temporary Departmental Fee Reduction Program temporarily reduced the fee to \$1,043. The proposed fees for the Preliminary Review are:

Preliminary Review	Planning	Building	Eng.	Road	Fire	Env. Health	Total
Proposed	\$ 307.00	\$ 53.00	\$ 53.00	\$ 103.00	\$ 31.00	\$ 53.00	\$ 600.00

GENERAL PLAN CONSISTENCY STATEMENT:

The proposed text amendments are consistent with the goals and policies of the General Plan.

RECOMMENDATION:

Recommend approval to the Board of Supervisors.

ATTACHMENTS:

1. Exhibit A, Existing Ordinance, Chapter 18.97
2. Exhibit B, Proposed Chapter, 18.97
3. Exhibit C, Handout and Application

Chapter 18.97
PARKING PLAN AND DEVELOPMENT REVIEW

Sections:

- 18.97.010 - Applicability of chapter.
- 18.97.020 - Form submitted.
- 18.97.030 - Number of copies and contents.
- 18.97.040 - Copies reviewed by other agencies.
- 18.97.050 - Agencies/department comments forwarded to the zoning agency.
- 18.97.055 - Expiration.
- 18.97.060 - Fee payment by the applicant prior to acceptance by the administrator.

18.97.010 - Applicability of chapter. The provisions of this chapter shall be applicable to commercial, industrial, institutional, and any other projects requiring parking spaces, excepting single family residential uses or those projects subject to review by the planning commission. (Ord. 525-Y § 2(part), 2006).

18.97.020 - Form submitted. Where a site plan is required by this title, the applicant shall submit a standard land use application form (supplied by the zoning administrator) in triplicate, to the zoning administrator. (Ord. 525-Y § 2(part), 2006).

18.97.030 - Number of copies and contents. The number of copies of plans (not limited to paper, electronic can be submitted in lieu of paper) to be submitted shall be as determined by the zoning administrator. The applicant shall supply black-line copies of scaled site plan, elevations, and floor plans including electrical and plumbing plans specifying and describing the following details of the proposed development:

- A. Name, address, and telephone number of the applicant.
- B. Name(s) and address(es) of the property owner(s).
- C. Assessor's parcel number(s).
- D. A site plan drawn at a scale of not less than one inch is equal to thirty (+/-) feet.

Scale utilized must be a standard scale shown on an engineer's scale. Site plans shall include the following:

1. Topography and proposed grading (separate sheet). Sheet size shall be twenty-four inches by thirty-six inches, thirty-six inches by forty-eight inches, or as may be required by the zoning administrator.
2. Location of existing buildings, structures, and trees (with tree trunk size and canopy envelope) where such buildings, structures, and trees are to remain.
3. Location of proposed buildings and structures (water storage tanks, propane tanks, etc.). Show on-site storm drainage retention ponds and recorded easements (i.e., easements as shown on recorded subdivision maps).
4. Proposed use of all buildings or structures. An operational statement signed by the property owner detailing the proposed use of the building. Identify each tenant area (A, B, C, D, etc.) and specify each use by gross square footage of tenant area (i.e., area A-restaurant — one thousand two hundred square feet). Specify occupancy rating of building. When phasing of a development is proposed, a statement signed by the property owner must be submitted detailing a time line and sequence of construction.
5. On new uses, the dimensions of the existing and proposed buildings or structures or other information (e.g., seating capacity) of the proposed buildings allowing the zoning administrator to determine parking needs.

6. Layout of proposed parking lot (dimensions of parking stalls and aisles), including internal circulation pattern, ingress and egress points, handicap accessible spaces, compact spaces, loading zones, pedestrian and vehicle flow designations, pavement type, and curbs, with additional detail as necessary.

7. Provide detail that truck parking/loading space requirements are accessible. Provide detail showing that adequate backing and turning radius exists.

8. Location of lighting, including the type and style of lighting.

9. Location of landscaping and irrigation system, including identification of plant materials to be used and size of plants. Plan to be prepared by a landscape design professional.

10. Location of trash enclosures.

11. Building elevations and floor plans with outside dimensions and uses identified.

12. Include a north arrow on the site plan.

13. A signage plan showing existing and proposed signs, include dimensions of signs, height, and detail of advertising face (must comply with applicable sign ordinance).

14. A letter of acceptance from the engineering department and/or environmental health department for proof of sewer and water service with the application. The applicant shall be notified of this requirement at the time of application submittal.

15. If access is proposed from a state highway, provide proof of approved encroachment permits from the appropriate review agency must be submitted prior to approval of parking and development site plan review.

16. Provide such additional information or copies of materials as are determined to be necessary by the zoning administrator. (Ord. No. 641, § 6, 10-27-09; Ord. 525-Y § 2(part), 2006).

18.97.040 - Copies reviewed by other agencies. The zoning administrator shall submit copies of the proposal and drawings to the road, environmental health, fire, planning, and engineering departments, state agencies, and other agencies as applicable, for review and comment. (Ord. 525-Y § 2(part), 2006).

18.97.050 - Agencies/department comments forwarded to the zoning agency. A meeting of the involved county departments (road, environmental health, fire, planning, and engineering departments) may be held for the purpose of discussing the proposed plan. Written comments will be forwarded to the applicant approving the site plan as submitted or detailing needed corrections. (Ord. 525-Y § 2(part), 2006).

18.97.055 - Expiration. If a parking and development review has been approved by the planning department, the application will expire within one year of the issuance date. One, one-year extension can be granted. (Ord. No. 641, § 7, 10-27-09).

18.97.060 - Fee payment by the applicant prior to acceptance by the administrator. A site plan review fee shall be paid to the zoning agency by the applicant prior to acceptance of the completed application by the zoning administrator. The site plan review fee shall be established by resolution of the board of supervisors.

EXHIBIT B

Chapter 18.97

PARKING AND DEVELOPMENT REVIEW PRELIMINARY PLAN REVIEW

Sections:

- 18.97.010 - ~~Applicability. Purpose of chapter.~~
- 18.97.020 - Form submitted.
- 18.97.030 - Number of copies and contents.
- 18.97.040 - Copies reviewed by other agencies.
- 18.97.050 - Agencies/department comments forwarded to the zoning agency.
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18.97.010 - Applicability of chapter. The provisions of this chapter shall be applicable to commercial, industrial, institutional, and any other projects requiring parking spaces, excepting single family residential uses or those projects subject to review by the planning commission. (Ord. 525-Y § 2(part), 2006).

18.97.020 - Form submitted. Where a site plan is required by this title, the applicant shall submit a standard land use application form, ~~(supplied by the zoning administrator) in triplicate, to the zoning administrator.~~

18.97.030 - Number of copies and contents Preliminary Plan Review—Application—Contents.

~~The number of copies of plans (not limited to paper, electronic can be submitted in lieu of paper) to be submitted shall be as determined by the zoning administrator. The applicant shall supply black line copies of scaled site plan, elevations, and floor plans including electrical and plumbing plans specifying and describing the following details of the proposed development:~~

The application for a site plan review shall contain the following:

- A. Name, address, and telephone number of the applicant.
- B. Name(s) and address(es) of the property owner(s).
- C. Assessor's parcel number(s).
- D. A site plan drawn at to a scale and legibility, ~~of not less than one inch is equal to thirty (+/-) feet. Scale utilized must be a standard scale shown on an engineer's scale. Site plans shall include the following:~~
 1. Topography and proposed preliminary grading, ~~(separate sheet). Sheet size shall be twenty-four inches by thirty-six inches, thirty-six inches by forty-eight inches, or as may be required by the zoning administrator.~~
 2. Location of existing buildings, and structures, ~~and trees (with tree trunk size and canopy envelope) where such buildings, structures, and trees are to remain.~~
 3. Location of proposed buildings and structures (water storage tanks, propane tanks, etc.). ~~Show on-site storm drainage retention ponds and recorded easements (i.e., easements as shown on recorded subdivision maps).~~

EXHIBIT B

~~4. Proposed use of all buildings or structures. An operational statement signed by the property owner detailing the proposed use of the building. Identify each tenant area (A, B, C, D, etc.) and specify each use by gross square footage of tenant area (i.e., area A restaurant — one thousand two hundred square feet). Specify occupancy rating of building. When phasing of a development is proposed, a statement signed by the property owner must be submitted detailing a time-line and sequence of construction.~~

~~5. On new uses, the dDimensions of the existing and proposed buildings or structures or other information (e.g., seating capacity) of the proposed buildings allowing the zoning administrator to determine parking needs.~~

~~6. Layout of proposed parking lot (dimensions of parking stalls and aisles), including internal circulation pattern, ingress and egress, handicap accessible spaces, compact spaces, loading zones, pedestrian and vehicle flow designations, pavement type, and curbs, with additional detail as necessary.~~

~~7. Provide detail that truck parking/loading space requirements are accessible. Provide detail showing that adequate backing and turning radius exists.~~

~~7. Location of lighting, including the type and style of lighting.~~

~~8. Location of landscaping and irrigation system, including identification of plant materials to be used and size of plants. Plan to be prepared by a landscape design professional.~~

~~10. Location of trash enclosures.~~

~~11. Building elevations and floor plans with outside dimensions and uses identified.~~

~~12. Include a north arrow on the site plan.~~

~~13. A signage plan showing existing and proposed signs, include dimensions of signs, height, and detail of advertising face (must comply with applicable sign ordinance).~~

~~14. A letter of acceptance from the engineering department and/or environmental health department for proof of sewer and water service with the application. The applicant shall be notified of this requirement at the time of application submittal.~~

~~15. If access is proposed from a state highway, provide proof of approved encroachment permits from the appropriate review agency must be submitted prior to approval of parking and development site plan review.~~

~~16. Provide such additional information or copies of materials as are determined to be necessary by the zoning administrator.~~

E. A note on the plot plan describing facility improvements, including:

1. Water supply system.

2. Sewage collection and disposal system.

3. Public utilities.

4. Fencing.

5. Location of trash receptacles and method of screening, if required

18.97.040 - Copies reviewed by other agencies. The zoning administrator shall submit copies of the proposal and drawings to the road, environmental health, fire, planning, and engineering departments, state agencies, and other agencies as applicable, for review and comment.

EXHIBIT B

18.97.050 - Agencies/department comments forwarded to the zoning agency. A meeting of the involved county departments (road, environmental health, fire, planning, and engineering departments) ~~may~~ will be scheduled at the earliest possible date ~~be held~~ for the purpose of discussing the proposed plan with the applicant. ~~Written comments will be forwarded to the applicant approving the site plan as submitted or detailing needed corrections. Once the applicant has met with County staff to review the project, the Site Plan Review will be considered approved. If the applicant does not make himself available to meet, the application will be considered denied.~~

18.97.055 - Expiration. ~~If a parking and development review has been~~ the applicant is approved by the planning department, the application will expire within one year of the issuance date. One, one-year extension can be granted.

18.97.060 - Fee payment by the applicant prior to acceptance by the administrator. A site plan review fee shall be paid to the zoning agency by the applicant prior to acceptance of the completed application by the zoning administrator. The site plan review fee shall be established by resolution of the board of supervisors.



Preliminary Review

MADERA COUNTY PLANNING DEPARTMENT
2037 WEST CLEVELAND AVENUE, MADERA, CA 93637
CALL (559) 675-7821

This information bulletin describes the Preliminary Review service we offer to our customers. This service helps you obtain the answers that you need to determine the feasibility of your development project and to be successful in submitting the project for review.

Preliminary Review is not a comprehensive plan review, nor is it intended to replace the services provided by design professionals (architects, engineers, land use attorneys, code consultants, etc.)

Before considering the preliminary review service, you should begin your project planning by obtaining your Parcel Information. This Parcel Information is an important tool that will assist you in determining the Madera County's General Plan designation, zoning, and/or building regulations that apply to your project. By evaluating this information **PRIOR** to designing your project, you can avoid mistakes early in the process, save time, and reduce processing costs. The Parcel Information can be obtained at the Madera County Assessor's Office on the 2nd floor of the Madera County Government Center or if you have an address, call the Planning Department (559) 675-7821.

You may also obtain information by coming into the Resource Management Agency at 2037 W. Cleveland Avenue, Madera, and talking to the Planning Department staff. The Planning Department staff has the resources available to determine the regulations applicable to your property and proposed development, to identify your property's zoning and to answer general land use. The Building Department, Environmental Health Department, the Fire Department, and the Road Department are also available to answer questions. They can also help you evaluate your options of requesting preliminary review service or going directly to formal submittal based up on the nature and complexity of your project, and to understand the documents you need to submit for whatever service choice you make.

PRELIMINARY REVIEW

Through preliminary review, you can obtain general information on the regulations with which your project must comply, find out which permits you must obtain, the review process that applies to your development, and obtain interpretations on how the County will apply code provisions to specific situations. Staff responses to your specific questions will be documented. The service is tailored to your specific project information needs and your knowledge of the County's development requirements and processes. Preliminary Review is a limited service, and staff has a fixed number of hours to answer your questions. The information provided to you during preliminary review is valid

for one year from the date of the correspondence, except if 1) the code on which this information is based is changed; 2) emergency legislation is enacted by the County Board of Supervisors; or 3) there is a change in the project scope. Our goal is to give you the information you need to make informed decisions about how to proceed with the design of your project.

Preliminary Review is a voluntary, fee-based service. This service is offered prior to your formal submittal to the County for required permits and reviews. You will need to formally submit plans for a complete plan review and approval before permit issuance.

The Preliminary Review is a limited service, is not a plan check, and staff has a fixed number of hours to answer your questions.

Based upon the information you provide and the specific questions you ask on the attached Preliminary Review Questionnaire, the Planning Department coordinates with the staff from the Engineering, Building, Environment Health, Fire and Roads Department to fulfill the needs of your Preliminary Review. The Planning Department will coordinate the reviewer's written responses to your specific issues and forward them to the applicant approximately 15 working days after the submittal date. The response will include submittal requirements, schedules and processing costs, as appropriate for your project. A preliminary review meeting with reviewer(s) will be scheduled to discuss the results of the preliminary review.

WHAT DO I NEED TO SUBMIT FOR PRELIMINARY REVIEW?

- You will be asked to provide the following:
- A. Preliminary Review Questionnaire
 - B. Documents

Submit any documents that you believe will help staff to understand your proposed development and the current condition of your property. The completeness and depth of our response to your specific information requests will depend largely on the amount and detail of the information that you provide to us. It will benefit your preliminary review if you carefully consider the information you are seeking and adjust the documents and level of detail provided accordingly. Plans shall be drawn to scale and minimum of 11" x 17". All drawings must be legible. If larger than 11" x 17", a digital copies must be supplied in addition to the original.



Madera County
Planning Department
 2037 W. Cleveland Avenue
 Madera, Ca. 93637

Preliminary Review Questionnaire

Below is typical information needed for preliminary review. Detailed and specific information provided will facilitate the project review process. It is **MANDATORY** to complete the following and, if not applicable, please indicate N/A. Incomplete information will delay processing of your request. Please print legibly or type. Attach additional sheets if necessary.

A. APPLICANT INFORMATION

Name:

Company:

Address:

City:

State:

Zip Code:

Telephone Number:

Fax Number:

E-Mail Address:

B. GENERAL PROJECT INFORMATION

1. Project Address:

2. Assessor's Parcel Number(s) (APN):

Parcel Size:

3. Existing Use:

4. Proposed Use (check all that apply) Single Dwelling Multiple Dwelling (no. of units ____)
 Commercial Industrial Scientific Research Office Other

Describe the use:

5. Project Description:

6. Describe Project Background (what and when was the last development activity on the site):

7. List all permits/approvals related to the project (e.g., approvals, lot line adjustments, parcel maps, easement agreements, development permits, subdivision approvals), if any:

8. Does the project include new construction? Yes No
9. Does the project include an interior remodel (tenant improvement)? Yes No
10. List specific policy questions, issues, or items needing clarification (attach a separate sheet, if necessary). Please include all supporting and necessary documents to enable staff to respond to your questions (plans, calculations, reports, surveys, analysis, etc).

11. Which Community Planning area is the project located within?
12. Will the request include a General Plan/Community Plan Amendment? Yes No
If yes, please describe the amendment:

13. Will your project generate new storm water runoff? Yes No
14. Will there be a request for Rezone? Yes No
If yes, what zone is proposed?
15. Proposed Parking Yes No
16. List any deviation or variance requests:

SUGGESTED DOCUMENTS TO PROVIDE

In addition to this completed questionnaire, the following materials may be necessary for distribution to the Preliminary Review.

1. Land uses surrounding the site.
2. Circulation system in the neighborhood.
3. Topography of the site.
4. Existing use of the site and the location and size of any existing structures.
5. Location of existing utilities (water, sewer, drainage).
6. Known easements on and adjacent to the property.
7. A conceptual site plan of the proposed development on the site, with all property lines shown and dimensioned.