

# RESOURCE MANAGEMENT AGENCY PLANNING & BUILDING DEPARTMENT

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Norman L. Allinder, AICP Director

PLANNING COMMISSION DATE: February 5, 2013

AGENDA ITEM: #4

Countywide Rose Foundation Grant to Create a GIS

Constraints Database

Applicant: Madera County Planning

CEQA Department

**EXEMPT** 

#### PROJECT DESCRIPTION:

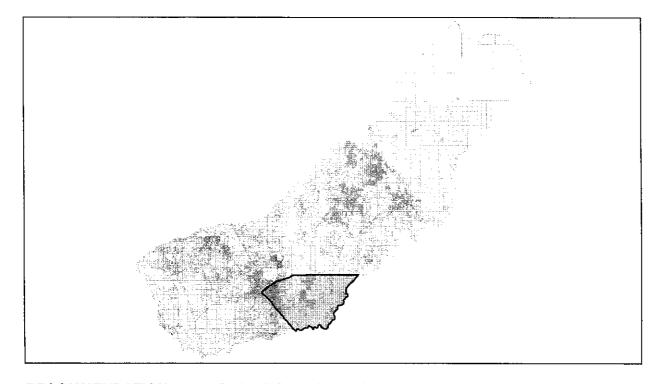
This is an informational item regarding the creation of a GIS Constraints Database that is funded by the Rose Foundation Southeast Madera County Responsible Growth Fund.

### LOCATION:

The project will focus on the area designated within the Rose Foundation Southeast Madera County Responsible Growth Fund which is bounded on the West by State Route 99, on the North by SR 145 and on the East and South by the Millerton Reservoir and the San Joaquin River.

### **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:** 

Gather information and public comments.

STAFF REPORT February 5, 2013

### PROJECT DESCRIPTION:

The Rose Foundation's Southeast Madera County Responsible Growth Fund was created to advocate for responsible growth in Madera County through adherence to California land use laws and Madera County General Plan policies, to promote comprehensive and integrated planning, and to ensure full compliance with the requirements of the California Environmental Quality Act, within, or pertaining to, the southeastern portion of Madera County. (This Target Area is bounded on the West by State Route 99, on the North by SR 145 and on the East and South by the Millerton Reservoir and the San Joaquin River).

The Planning Department has received grant funding from this fund in order to create a Geographic Information Systems (GIS) database utilizing various data sources in order to create a tool that may help the public in determining areas' limiting factors for development or other projects. This pilot program has been developed using data that is more easily accessible from County databases and State and Federal agencies. The public and other stakeholders will have access to this "trial version" of the database in order to gauge further interest in the full program or additional projects.

Currently, the data being utilized for the pilot program consists of Federal Emergency Management Agency (FEMA) flood zones, Department of Conservation Farmland Mapping and Monitoring Program data, Publically Federally Owned land derived from assessment records, various special district locations (independent and dependent districts), and existing development and area plan regions of the County.

This data has been extracted and placed into the mapping application so that they may be overlayed over one another to create various "zones of constraint". The grant proposal called for three specific zones to be created to differentiate between levels of concern which is directly based on the aforementioned data sets. The zone definitions are still being developed but will be based on a format where if there are services from a special district within the area, no flood zone concerns, no conversion of prime farmland, and within the designated planned development area, it will likely receive a "Zone A" rating for little to no concern. If the area is within a floodway, has land that is considered farmland of statewide importance or prime, no district services, it will likely receive a "Zone C" rating for moderate to high concern.

This program is meant to be an informational tool for Staff and stakeholders in order to allow for comprehensive planning and review of issues. The grant proposal submitted by staff envisions building upon the 2010 constraint report conducted by staff through this program. The GIS portion will make the tool much more interactive and hopefully provide information more quickly to those who wish to utilize it. Staff is hoping that if this program has success, additional information could be added to it and it could be much like a living document.

### RECOMMENDATION:

Gather information and public comments.

### **ATTACHMENTS**

EXHIBIT A, Pilot Constraints Database Grant Proposal

### Southeast Madera County Environmental Constraint Database Pilot Program

# Application to the Southeast Madera County Responsible Growth Fund

- The Rose Foundation -

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### Southeast Madera County Environmental Constraint Database – Pilot Program

### **Project Need and Purpose**

The Southeast Madera County Environmental Constraint Database (Database) is the first step necessary to promote responsible growth in the Southeast Madera County. The County currently lacks a comprehensive database of environmental constraints within the area. The Database will serve as a valuable tool to help the County evaluate development projects, furthering the understanding of many environmental impacts on a cumulative scale. Traditionally a difficult subject to analyze, the Database will provide information to better understand and analyze cumulative project impacts. More importantly, the Database will be made accessible to the public, other agencies, and the development community. These entities will be able to utilize the Database in determining areas to protect and/or avoid and areas more suitable to development. In short, the project will serve to 1) empower the public with the same information privy to governmental agencies and consultants, 2) encourage development to avoid environmentally constrained areas, and 3) provide a regional or cumulative perspective of environmentally constrained areas important for further analysis and policy making.

The Southeast Madera County Environmental Constraint Database ("Project") will provide an informational guide of all potential, sensitive areas of impact in the region, including the following:

- flood zones
- · hazardous materials sites
- farmland
- · publicly owned land
- development areas/communities
- public and private service districts

These areas will be mapped so that potential constraints will be easily identified as potential areas of concern during the development/environmental review process. Further areas of impact may be incorporated into the Database, depending on the outcome of the Pilot Program. These areas may include, but are not limited to, groundwater, habitats, cultural/historic areas, and road/transportation conditions.

A preliminary investigative existing characteristics report was crafted in 2010 to update the public and the County Planning Commission on development proposed in Southeast Madera County at the time. The report also provided a brief overview of the area's constraints. Two maps from the 2010 report are attached for reference. The maps were created utilizing the County's existing data through Geographical Information Systems (GIS). As opposed to the 2010 report, the intent of the proposed project is to provide an in-depth database that is based from more extensive research and expertise in specialty areas, including cultural resources and biology. The project may also be easily utilized through the development review process, especially California Environmental Quality Act (CEQA) review.

### **Pilot Program Purpose**

A pilot program will be developed using data that is more easily accessible from County databases and State and Federal agencies. The public and other stakeholders will be shown this "trial version" of the full database to gage further interest in the full program. The Rose Foundation will be able to see how the Database may function online through use of the Pilot Program once it is operational.

### Area of Study

The Rose Foundation's "Southeast Madera County Responsible Growth Fund" issues grants for implementation within a target area bounded to the west by State Route 99, by SR 145 to the north, and by the Millerton Reservoir and the San Joaquin River to the East and South ("Target Area"). The Project would be completed to match the boundaries of the area set by the Rose Foundation.

### **Project Scope**

### Task 1 - Data Collection

Data will be collected into a Geographical Information Systems (GIS) database. Standardized attributes will be developed to ensure that all pertinent fields can be populated from the collected data.

Days to Complete Task - 10 working days

### Task 2 - Data Compilation and Overlay Preparation

Staff will convert the GPS data into a geodatabase and clean up data discrepancies, as needed. Once the data is placed within the geodatabase, maps will be created that represent each individual characteristic as well as comprehensive maps to show how the constraints' presence interact and affect the Target Area.

Further overlay preparation will be done as needed to correct discrepancies in the collected data. The standardized attributes will also be entered into each dataset.

Days to Complete Task - 15 working days

### Task 3 - Analysis

Staff will use both the individual and comprehensive maps to identify the sensitive regions of the Target Area. Staff will develop maps to ascertain regions of significance.

Staff will digitize zones of concern or sensitivity on multiple levels, preferably on a scale of 1 to 3, with Zone 1 being an area of little to no concern and Zone 3 being area of high concern due to multiple constraints being present. Additional levels may be added for a more detailed analysis, if needed.

Days to Complete Task - 15 working days

### Task 4 - Draft Report Preparation

Following completion of the analysis for the Project, Staff will prepare a series of maps that reflect the comprehensive findings of the analysis. These existing conditions will also be made into interactive maps for the public to access using the ArcExplorer tool so that the public and potential developers will be aware of impacted/constrained areas of the County.

Days to Complete Task - 10 working days

### Task 5 - Stakeholder Input

With the completion of the Draft Report, the draft maps will be presented to the public and other stakeholders for review and comment through a scoping session held in Southeast Madera County. The report will include a series of maps with accompanying text to aid in map descriptions. Map handouts will be produced for distribution to those in attendance. In addition, draft maps will be made available on the County's website for review and comment. An online input survey will also be provided.

The main thrust of input in the Pilot Project is to also assess the desire of the public and other stakeholders for additional information to be included in the Database.

Days to Complete Task - 15 working days

### Task 6 - Report on Results

The Pilot Program will be presented to the Planning Commission and Board of Supervisors to appraise both bodies of the project's results and receive comments/suggestions from both bodies in regards to the project and Southeast Madera County.

Days to Complete Task - 60 working days

### **Schedule**

The overall schedule of work will take approximately 5 months to complete.

### **Project Budget**

Project Budget - Southeast Madera County Environmental Constraint Database (Pilot Program)

Task	Senio Director	r Planner/Project Supervisor	Ad Planner	ministrative Assistant
Task 1 - Data Collection	1.5	5	10	0
Task 2 - Data Compilation and Overlay Preparation	1.5	5	20	O
Task 3 - Analysis	1.5	5	30	0
Task 4 - Draft Report Preparation	2.5	10	20	0
Task 5 - Input	5	10	20	2
Task 6 - Final Report	5	10	15	3
Total Hours	17	45	115	5

	Fig. Way	Cost	per hour (not to		
Personnel Costs	Hours	In-Kind Contribution	exceed)	Total In-Kind Cost	Grant Cost
Director	17	8.5	\$105.00	\$892.50	\$892.50
Senior Planner/Supervisor	45	22.5	\$78.00	\$1,755.00	\$1,755.00
Planner/GIS Technician	115	57.5	\$64.00	\$3,680.00	\$3,680.00
Administrative Assistant	5	2.5	\$54.00	\$135.00	\$135.00
Total Cost				\$5,570.00	\$5,570.00

Materials/Miscellaneous	Amount	 Per item	Total In-Kind Cost	Grant Cost
Maps/Posters	25	\$ 25.00	\$	625.00
Mailing (stamps)	600	\$ 0.44	\$	264.00
Mailing (paper/printing)	600	\$ 0.20		
Misc, meeting (average cost for refreshments and				
room fees far one warkshap)	0	\$	\$	400.00
Mileage	100	\$ 0.55	\$	55.00
Total Cost		<u> </u>	- S	1.344.00

Total In-Kind Total Grant Cost \$5,570.00 \*50% of all County staff time will be contributed as an in-kind service.

\$6,914.00 \$12,484.00

### Budget Detail

The budget as proposed includes County and consultant labor costs, an aerial photo, and miscellaneous items. The grant total is provided as a not to exceed sum. It is important to note that the County holds a retention of 10% from all contracted consultants until the final project products are delivered on time and as desired. In previous grant projects involving significant amounts of Planning staff labor, projects have been delivered on time and within budget.

### Other Funding Sources

### Other Funding Sources

It is envisioned that the GIS database may be utilized towards the development of a General Plan update for Southeast Madera County. Approximately \$40,000 exists in the County's General Plan trust fund for the purpose of a General Plan update. However, existing funding is extremely limited for the amount of funds necessary to facilitate a General Plan update, which would require a *minimum* of \$1,000,000. The County prefers to save existing funding for more extensive work more directly related to the General Plan update in the future.

# Current Departmental Budget and Previous Year's Financial Statement

## COUNTY OF MADERA BUDGET UNIT EXPENDITURE DETAIL BUDGET FOR THE FISCAL YEAR 2011-12

Department:

Function:

RMA - PLANNING

(05900)

Public Protection Other Protection

Activity:	Other Pro
Fund:	General

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2009-10	BOARD APPROVED EXPENDITURES 2010-11	DEPARTMENT REQUEST 2011-12	CAO RECOMMENDED <u>2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	637,021	588,175	610,193	610,193
710103 Extra Help	83,296	83,000	80,000	80,000
710105 Overtime	431	0	0	0
710200 Retirement	161,308	147,846	165,291	165,291
710300 Health Insurance	87,316	<b>79,51</b> 3	101,909	101,909
710400 Workers' Compensation Insurance	11, <b>4</b> 69	9,897	9,138	9,138
TOTAL SALARIES & EMPLOYEE BENEFITS	980,841	908,431	966,531	966,531
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	58	0	0	0
720300 Communications	4,075	5,000	3,500	3,500
720305 Microwave Radio Services	33,054	3,195	4,056	4,056
720600 Insurance	359	309	362	362
720800 Maintenance - Equipment	1,140	1,100	1,100	1,100
721100 Memberships	123	0	0	0
721300 Office Expense	9,202	10,000	6,000	6,000
721400 Professional & Specialized Services	454,108	412,000	53,500	53,500
721500 Publications & Legal Notices	9,892	11,000	6,000	6,000
721600 Rents & Leases - Equipment	30,285	30,000	36,000	36,000
721700 Rents & Leases - Building	420	0	450	450
721900 Special Departmental Expense	10,800	3,000	2,000	2,000
721969 Special Departmental Expense - Graffiti Abatement	10,534	20,000	20,000	20,000
722000 Transportation & Travel	4,874	2,500	2,000	2,000
TOTAL SERVICES & SUPPLIES	568,924	498,104	134,968	134,968
FIXED ASSETS				
740300 Equipment	3,913	0	0	0
TOTAL FIXED ASSETS	3,913	0	0	0
TOTAL - RMA-PLANNING	1,553,678	1,406,535	1,101,499	1,101,499

#### COMMENTS

Under the jurisdiction of the Resource Management Agency, the Planning Department's responsibility is to promote the most effective, efficient, aesthetic, and safest use of land for present and future generations of Madera County residents and visitors. The Planning Director serves as Advisor to the Board of Supervisors concerning planning matters.

The Planning Department is charged with the preparation and updating of a comprehensive long-term General Plan for the land use and physical development of the County and for the execution of this Plan. The Department's work includes zoning and subdivision enforcement in the unincorporated area of the County, plus the development of specific current and long-range area planning, house numbering, mapping, public information and assistance, administration of Community Development Block Grants, and agricultural preserves applications. The Planning Department is also the lead agency for the development application process. The Planning Department also serves as staff to the Local Agency Formation Commission (LAFCO), preparing reports and recommendations to the Commission.

The Planning Department is responsible for administration of the California Environmental Quality Act of 1970 in accordance with the guidelines issued by the State Secretary for Resources.

Appeals of Department decisions and public hearings on proposed subdivisions, zoning changes, etc., are heard by the Planning Commission. The Planning Director also serves as Secretary and Advisor to the Planning Commission, and provides staff assistance to other County Departments and agencies.

### **WORKLOAD**

The California Government Code Section 65103 requires that a County Planning Department perform the following functions:

- Prepare, periodically review, and revise, as necessary, the General Plan.
- Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the general plan, pursuant to Article 7 (commencing with Section 65400).
- Endeavor to promote public interest in commenting on and understanding the general plan and the regulations relating to it.
- Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the General Plan.
- · Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this
  title.

### WORKLOAD (continued)

KLOAD (continued)	Actual	Estimated	Projected
	2009 <u>-10</u>	2010-11	<u>2011-12</u>
Conditional Use Permits/Variances	29	13	12
General Plan Amendments	5	1	1
Rezonings	14	4	5
Parking and Development Review	7	3	4
Site Plan Review	0	0	1
Specific Plans	0	0	0
Mining Permits	1	0	0
Variances (Setbacks)	9	6	5
Zoning Permits	11	9	8
Lot Line Adjustments	15	25	20
Parcel Maps	11	7	8
Subdivisions	4	0	1
House Numbers	41	100	82
Zoning Violations	1,300	1,425	1,280
Citations/Request for Complaints	554	73	237
Rezoning Appeals	0	0	0
General Plan Amendment Appeals	0	0	0
Review Building Permits	1,167	1,158	1,200
Review Business Licenses	460	432	450
Public Hearings	58	11	7
Commission Meetings	15	12	12
Environmental Committee Meeting	18	11	12
Negative Declarations	18	15	15

### **REVENUE**

	Actual <u>2009-10</u>	Estimated <u>2010-11</u>	Projected <u>2011-12</u>
Zoning Permits	134,290	84,034	84,000
Code Enforcement Fines and Fees	3,650	10,000	11,000
Planning Services	528,392	329,519	342,700
LAFCO-Reimb for County Services	35,436	23,480	25,000
CALFed Water Shed Grant	27,177	84,196	0
State Dept. Of Transportation5 (Madera Ranchos Ave 12 Project)	9,949	61,332	0
State Dept. Of Transportation	87,855	39,335	0
(Fairmead Project) State – Waste Tire Enforcement Grant	73,487	143,801	112,471
State - Abandon Vehicles Grant	0	39,121	55,029
Planning and Technical Assistant Grant	0	4,000	31,000
08 CDBG Housing Rehab and Public Facility	0	0	0
River West-Madera	0	131,000	167,160
Other Miscellaneous Revenue	2.379	<u>300</u>	<u> 300</u>
TOTAL	\$952,615	\$950,118	\$828,660

### STAFFING

	2010-11	2011-12 Recommended		
Permanent	<u>Authorized</u>	<u>Funded</u>	<u>Unfunded</u>	<b>Eliminated</b>
Administrative Assistant	1	1		
Code Enforcement Officer I/II	2	2		
Planner I/II/III	8	3	4	1*
Planning Director	1	1		
Planning Technician, or Planning Aide	1	0	1	
Senior Planner	3	3		
Senior Program Assistant	<u>_1</u>	_0		<u>1</u> *
Total Permanent	17	10	5	2

<sup>\*</sup>Note: One (1) Planner I/II/III and the Senior Program Assistant positions were eliminated effective June 30, 2011, as approved by the Board of Supervisors on May 24, 2011.

#### **SALARIES & EMPLOYEE BENEFITS**

- 710102 Permanent Salaries (\$610,193) are recommended increased \$22,018 based on the cost of recommended staffing. Note: the Planning Director is no longer being paid through Professional and Specialized Services and is now included in this category.
- 710103 Extra Help (\$80,000) is recommended reduced \$3,000 to provide additional staff resources when necessary to meet project deadlines, and to provide extra help staff to assist Code Enforcement in enforcing state laws regarding the storage, handling and disposal of waste tires (funded from the Waste Tire Enforcement Grant). The account also funds a \$100 per meeting stipend for each of the five Planning Commission meets one to two times per month depending on the number of items to be heard.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

#### **SERVICES & SUPPLIES**

- 720300 Communications (\$3,500) is recommended reduced \$1,500 for telephone costs and for wireless connections for the three (3) laptops used by the Code Enforcement Officers in the field.
- 720305 <u>Microwave Radio Services</u> (\$4,056) is recommended increased \$861 for the Department's contribution to the Internal Service Fund based on the number of radios in this Department utilizing the County's microwave radio network.
- 720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance Equipment (\$1,100) is recommended unchanged, and includes \$450 for a binding machine and \$650 for a folding machine.
- 721300 Office Expense (\$6,000) is recommended reduced \$4,000 for supplies such as paper, toner, copy ink, large envelopes for distribution and plotter paper. This line item includes all materials for special reports, projects, and day-to-day administrative activity.
- 721400 Professional & Specialized Expense (\$53,500) is recommended reduced \$358,500 for contracts with consultants for grants including the Planning and Technical Assistant Grant (\$7,500), River West-Madera (\$41,000), and Grant Support Services (\$5,000).

### **SERVICES & SUPPLIES** (continued)

- **721500** Publications & Legal Notices (\$6,000) is recommended reduced \$5,000 for legal notices for land use permit applications and California Environmental Quality Act (CEQA) public hearing notices.
- 721600 Rents & Leases Equipment (\$36,000) is recommended increased \$6,000 to lease vehicles from the Central Garage (\$16,387), and the Department's share of copy machine lease (\$19,613). The department has five vehicles, four sedans and one pickup.
- 721700 Rents & Leases Building (\$450) is recommended increased \$450 for use of meeting space for Planning Commission meetings held in Coarsegold.
- 721900 Special Departmental Expense (\$2,000) is recommended reduced \$1,000 for the purchase of photo supplies, overlays, negatives, and litigation reports for zoning citations. This amount is budgeted for the various studies, reports, maps, and booklets that will be assembled during this fiscal year due to the General Plan update, high speed rail, Madera County Transportation Commission, and other studies with State Agencies.
- 721969 Special Departmental Expense Graffiti Abatement (\$20,000) is recommended unchanged to fund a contractual service provided by City of Madera to abate graffiti in the unincorporated areas of the County in close proximity to the City of Madera.
- 722000 Transportation & Travel (\$2,000) is recommended reduced \$500 for the cost of registration, meals, and lodging for staff attending training, out-of-County meetings, and conferences, and for reimbursements for Planning Commission visits to project sites.

### **Description of Lead Project Staff**

### Norman Allinder, Planning Director

Norman Allinder, AICP, is the Planning Director for Madera County. Norm has experience that includes both private sector and public agency positions. His experience includes preparation of specific and community plans, master plans for entitlement projects that range in size from 100 acres to over 4,000 acres, CEQA review of development proposals, and staff liaison to neighborhood groups. Norm has a Masters Degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo as well as a Bachelors Degree in Architecture from the University of Oklahoma.

### Becky Beavers, Senior Planner

Becky Beavers is a Senior Planner for Madera County. Becky has worked in the Planning Department for over 20 years and has experience in all aspects of planning in Madera County. Becky oversees current planning and has experience in entitlement projects including general plan amendments, rezoning, conditional use permits, land division, project management, and CEQA review of development proposals and ordinance revisions. Becky also has experience in GIS and has created the general plan map and the rezoning map that are used by the department.

### Matthew Treber, Senior Planner

Matthew Treber is a Senior Planner with Madera County. He has seven years of experience in the Planning Department. With the Planning Department, he has continued to increase knowledge and experience in planning tasks assigned by the Planning Director, which has led to the development of a diversified set of planning skills. He has been assigned to a wide array of projects from Madera Quarry, which consists of a large aggregate mine, to Tesoro Viejo which is a large specific plan project encompassing more the 1,500 acres and 5,100 homes. He graduated from California State University Fresno with a Major in Geography and a Minor in Business Administration in 2004.

#### Scott Harmstead, Senior Planner

Scott Harmstead is a Senior Planner for Madera County. He has six years of experience in advance planning, grant management, project management, and CEQA review. Specific experience has been attained working with the Madera Ranchos community within Southeast Madera County, managing the development of the Avenue 12 Bypass Concept and the Avenue 12 Madera Ranchos Enhancement project. He is currently overseeing the development of the Liberty Groves project EIR, a project located within Southeast Madera County, and the River West-Madera Master Plan, a conservation and recreation plan along the San Joaquin River. He holds experience developing both technical and policy documents. He has a Bachelors of Science degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo.

### Jerome Keene, Planner III

Jerome Keene is a Planner III with Madera County. He was hired as a Planning Technician for the County in 2006 and promoted to a Planner III in 2009. His responsibilities include GIS

creation and analysis, entitlement processing, environmental review, and code enforcement. He is a member of the Madera County GIS Implementation Committee that oversees implementation, creation, and use of GIS throughout the County. He was chosen to provide staff support for LAFCO and was named Assistant Executive Officer in January of 2007. He is also part of the CALAFCO Legislative Committee that oversees proposed legislation at the State level that affects local jurisdictions. He graduated from California State University Fresno with a Degree in Geography in 2005 with a Technical Emphasis. The technical emphasis includes disciplines such as cartography, map interpretation and GIS as primary areas of expertise in the curriculum while also involving the primary principal studies of the Geography major.

### **County of Madera Board of Supervisors**

### **Board of Supervisors**

Frank Bigelow, District 1

David Rogers, District 2

Ronn Dominici, District 3 (Chairman)

Max Rodriguez, District 4

Tom Wheeler, District 5

### **Attachments**

