

COUNCIL COMMUNICATION

City Clerk Use Only #

DATE:	June 29, 2005
TITLE:	WORK PROGRAM TO PROCESS THE CREEKVIEW SPECIFIC PLAN
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Meeting Date: July 20, 2005

At the meeting of June 1, 2005, the City Council directed staff to initiate the annexation and specific plan process per a request from the Creekview Specific Plan Property owners (Stage 2 North: Blue Oaks Associates). At the meeting the Council reviewed recent policy guidance to be applied to new specific plan proposals including the Guiding Principles, the Growth Management Visioning Committee (GMVC) Recommendations and the City's Blueprint Implementation Strategies. Council action also included direction to prepare a work program to identify the elements of the process. The Work program is discussed below.

SUMMARY RECOMMENDATION

It is recommended that the City Council approve the Work Program as shown in Exhibit A for the Creekview Specific Plan.

DISCUSSION

The City has prepared a comprehensive work program flowchart (Exhibit A) for the Creekview Specific Plan that outlines the planning process. The flowchart is a summary of the process illustrating the significant steps; the interrelationship between those steps; and the general sequence of how the planning process is expected to occur. The flowchart highlights milestones and more significant steps in the process. It does not include each of the detailed tasks to be completed within each step. A clear and well-defined process will serve to provide the applicants, agencies, public and interested parties with a better understanding of all of the components in the City's planning effort.

Flowchart Organization

The work program flowchart is organized into two main columns with three categories. The categories include: specific plan (shown in green); public participation (red) and interagency coordination (blue). Links are shown between the columns to show where interrelationships exist.

The City of Roseville has processed nine specific plans since the mid 80's as well as a number of significant amendments, and has a well-defined specific plan process. The most recent specific plan was the West Roseville Specific Plan approved in February 2004. The process includes the development, review and adoption of a specific plan, General Plan amendments, development agreements and Environmental Impact Report (EIR) concurrently, as well as the additional coordination requirements of the City/County Memorandum of Understanding (MOU). This process has evolved to reflect procedural requirements needed due to the project location out side City limits such as:

- The preparation of technical studies to determine the technical issues of the project in relationship to the General Plan, Guiding Principles, Blueprint Implementation Strategies, and GMVC Recommendations
- Comply with the City/County Memorandum of Understanding (MOU) and U.S. Fish and Wildlife Service (USFWS) MOU, and other inter-agency coordination (e.g., Local Area Formation Commission [LAFCO]).

Technical Studies

One of the first steps in the process will be to conduct preliminary technical studies to provide guidance on the appropriate mix of land uses and allocations (i.e. units) for the specific plan. The information from the studies will be used to influence the land use plan and scope the EIR analysis. The findings of the studies will be presented to the City Council if there are policy issues that arise that require Council direction.

Some of the key issues listed in the flowchart include: the ability to meet the Guiding Principles and General Plan policies; compliance with MOU requirements; identification of water sources; additional wastewater and other utility capacity needs; traffic considerations; fiscal impact; specific plan boundaries; hydrology issues; sizing of infrastructure; new schools, etc. The specific plan process (shown in green on Exhibit A) will analyze the project that evolves as a result of the preliminary technical studies. The preliminary technical studies may include some additional issues not listed in the flowchart. The first task will be to fully define the issues to be studied.

MOU/Interagency Coordination

Because the Creekview Specific Plan is located within the City/County MOU boundary, the project will require coordination with the County. As shown on Exhibit A, the provisions of the City/County MOU are highlighted in blue on the flowchart. The coordination provides for early review of the project by the Board of Supervisors, as well as additional coordination between the City and County throughout the process, particularly in the EIR preparation, mitigation and findings.

US Fish & Wildlife Service

It is expected that the Creekview Specific Plan will include increased coordination with the U.S. Fish and Wildlife Service (USFWS) and other regulatory agencies. The project site is currently designated as critical vernal pool habitat but the ultimate status is unknown at the writing of this report. While the City has an existing memorandum of understanding (MOU) with the USFWS, it is unclear whether the critical habitat designation will allow the project to proceed with an individual permit similar to the West Roseville Specific Plan. It may mean that the project will have to explore other options to satisfy USFWS requirements.

LAFCO - Sphere of Influence

The project is located within the City's Sphere of Influence and will require coordination with LAFCO for annexation. Similar to the West Plan, the project will be required to complete the annexation process and may require preparation of a Municipal Services Review evaluating the service providers for the proposed area.

Public Information/Participation

A key component of the work program is a public information/participation element. This element would be designed to keep the public informed at various stages in the process and provide an opportunity for questions and feedback on the project. The public information/participation program is expected to include participation from residents & businesses in Roseville, Neighborhood Associations, Placer Co., LAFCO, U.S. Fish & Wildlife, Responsible/Trustee Agencies and other stakeholders.

The work program (flowchart) identifies several opportunities for public meetings in the form of workshops, public hearings and public meetings. The flowchart shows at least eight formal opportunities throughout the process for the public, interested parties and stakeholders to obtain project information and provide feedback. Some other methods to disseminate information may include:

- Project & Process Information Handouts;
- Articles in the local newspaper;
- Disseminating information through the Roseville Coalition of Neighborhood Associations; and
- Information on the City's web site and on COR/Channel 14.

A public information consultant will be used to help: coordinate public workshops; arrange/coordinate facilities and materials for workshops; prepare agendas and notices for meetings; facilitate public meetings; prepare and update informational handouts. Consultant help in addressing the added level of effort needed for this type of a public information/participation component will help offset impacts to staff resources.

General Plan Update

The General Plan will need to be amended to include the proposed annexation and sphere expansion. As with other General Plan Amendments, there will be a need to update the document to revise out-of-date text, graphics, tables, charts, policies and implementation measures as necessary to ensure the adequacy of the City's General Plan in light of the proposed project. These amendments will be identified as part of the process and will be completed concurrent with the specific plan.

Processing Timeframe

The typical timeframe for processing a specific plan in Roseville varies depending on the complexities and unique issues associated with each project. However historically, specific plans within the City have been processed in approximately 18 months to two-years. In completing past specific plans, the City has always assured that it has proceeded with a complete and logical process. This process has essentially determined the timeframe required to process a plan. This approach is consistent with past practice and is, in part, why the City has been successful with its specific plan efforts. A timeframe for each step is not included in the flowchart. Timeframes between steps are difficult to predict due to the complexity of some of the tasks and issues in each step. As a general estimate, staff anticipates an 18 to 24 month process, although it could be shorter or longer based on unforeseen issues. The preliminary technical studies component of the process is helpful in predicting and refining timeframes since it is valuable in defining the level of analysis required, major issues to be addressed, and scope of the EIR analysis and General Plan update.

FISCAL IMPACT

As with all specific plan projects, the project applicants will be responsible for the full costs of processing the specific plan. Given the components of the work program, the Creekview Specific Plan will require a large commitment of City staff resources to process the project. In addition, the City has several other important projects in process (second specific plan & annexation, HP Rezone, Riverside Specific Plan, other redevelopment projects, etc) and many of the same senior level staff is needed to process these projects.

The applicants are required to pay the full cost of processing which includes reimbursing the City for all staff, materials and consultant costs. Department heads and senior level staff will be needed from nearly every City department at various stages to identify issues, perform analysis and review & comment on project details. Besides the Planning & Redevelopment Department, other

departments impacted include: Public Works, Environmental Utilities, Finance, Electric, Parks, Recreation & Libraries, City Attorney, Fire, Police, City Clerk, Housing, Community Development and City Manager's office.

Specific plan projects rely heavily on more experienced staff with history and context of Roseville to complete the process. This results in the need to shift staff resources from other projects and use other employees to cover workload as well as hiring new employees to back-fill. Costs associated with these adjustments are the responsibility of the project. Any shifting of employees needed to work on this project that has a cost impact requires Council action. It is anticipated that these adjustments will be considered for staff impacts at the City Council meeting of August 3rd. In addition, a funding agreement for staff cost and a budget adjustment will follow this work program. Staff has secured a Full Cost Billing Agreement from the Landowners acknowledging that the applicants will be responsible for all costs.

A majority of the work is anticipated to be completed by in-house staff supplemented with the use of consultants and contract help. It is anticipated that the City will use consultants in the areas noted below, other areas may also require the use of consultants and/or contract help.

- Preparation of an EIR
- Conducting a public information/participation program
- Specific Plan document production
- Preparation of additional technical studies such as Water, Wastewater, Traffic, Fiscal, etc.
- Conducting peer review of technical studies
- CEQA Attorney

All new positions, contract help, and consultant work will require City Council approval. By using consultants and contract help to supplement City staff, it is expected that project impacts on staff resources can be reasonably accommodated during the processing stage of the project without a significant impact to other programs or processes. This conclusion is contingent upon the ability to find and hire qualified contract and consultant help. Locating qualified contract help has been difficult in recent months due to the growing job market, expanding volume of work available and competitiveness of salaries. If the City can't find qualified contract help, staff would need to re-approach the Council about impacts to existing programs and other processing options. Costs include providing new or reconfigured work space where new/contract help cannot be accommodated within existing space.

The City is currently in the process of selecting an Environmental Consultant for the project. It is anticipated that staff will come back to the City Council with a request for approval of a professional services contract for the EIR in August.

ENVIRONMENTAL REVIEW

No environmental review is required to provide staff direction to proceed with the Work Program.

RECOMMENDATION

It is recommended that the City Council approve the Work Program for the Creekview Specific Plan as shown in Exhibit A.

Respectfully Submitted,

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Department Head
Paul Richardson

APPROVED:

W. Craig Robinson
City Manager

EXHIBITS TO CC

Page Number

A) Work Program: Flowchart Summary of Process

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