

**CALAVERAS COUNTY
GENERAL PLAN UPDATE WORK PROGRAM**

**Mintier
& Associates**

PLANNING CONSULTANTS

DECEMBER 1, 2006

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INTRODUCTION

Calaveras County is beginning a comprehensive General Plan Update. In April 2006, the County retained Mintier & Associates to evaluate its current General Plan and help the County prepare a Work Program for the General Plan Update and to help design the format for the new General Plan.

After this introductory section, this report contains the following nine major sections:

1. Major Objectives of the General Plan Update
2. Assumptions
3. Work Program Outline
4. Community Outreach Program
5. General Plan Structure and Format
6. GIS Requirements
7. Timeframe/Schedule
8. Estimated Costs
9. Financing Strategy

Basic General Plan Requirements: State Law and Case Law

The California Government Code Section 65300 et seq. requires each county (and each city) to adopt a general plan for its future development. The code requires the following of general plans: “The general plan shall consist of a statement of development policies and shall include a diagram or diagrams and text setting forth objectives, principles, standards, and plan proposals.”

The general plan must address at least seven issue categories, or “elements”, to the extent that they are relevant locally: land use, circulation, housing, open space, conservation, noise, and safety. The county may also address other topics of community interest, such as economic development or historic preservation, in the general plan. The general plan sets out the goals, policies, and programs in each of these areas that the county will use as the blueprint for future development. The general plan has been called the “constitution” for development within each community and sits atop the hierarchy of land use regulation (*Leshner Communications, Inc. v. City of Walnut Creek* (1990) 52 Cal. 3d 531).

The general plan must be long term, but the law does not define the term. Except for the housing element, there is no express statutory requirement to amend general plans in accordance with a specified schedule. However, the courts have identified an implied duty to review and to amend general plans as local circumstances warrant, so that the plan meets statutory objectives of providing long-term, comprehensive, internally-consistent guidance for the physical development of the community. (*DeVita v. County of Napa* (1995) 9 Cal.4th 763, 792; see also *Citizens of Goleta Valley v. Board of Supervisors* (1990) 52 Cal.3d 553, 572.)

State law requires that the plan maintain internal consistency between its elements (Government Code Section 65300.5). All elements of the general plan have equal weight. For example,

policies in the land use element cannot supersede conflicting policies in the open space element (*Sierra Club v. Kern County* (1981) 126 Cal.App.3d 698).

Beyond the basic requirements for the contents of the elements, State law authorizes a county to adopt a general plan in any format it chooses. It may combine any or all of the seven required elements. The county may also adopt geographically focused community plans as part of its general plan.

State law requires zoning to be consistent with the general plan (Government Code Section 65860) and prohibits the approval of subdivisions that are inconsistent with the plan (Government Code Section 66474). Virtually all other regulatory actions and capital expenditure decisions by the county must also be consistent with the general plan.

The California Governor's Office of Planning and Research (OPR) publishes the General Plan Guidelines (latest edition 2003), which amplifies the planning law requirements and provides suggestions for preparing and implementing general plans.

Why Prepare a General Plan?

Beyond the legal requirements, there are numerous reasons why counties and cities should prepare and periodically update a general plan. The following are some of the most important reasons:

- **Information Base.** The background information collected for the general plan update program provides a comprehensive inventory of information about the county and its surroundings that decision-makers and county staff can use to make informed decisions. This information is a valuable resource for the county long after the general plan has been adopted.
- **Community Vision.** The general plan update provides an opportunity for the community to develop and formalize a long-term vision for the future of the county.
- **Clear Development Standards.** The general plan update provides an opportunity to establish up-to-date and clear development standards for those using and implementing the plan (e.g., local officials, service providers, property owners, and developers).
- **Intergovernmental Coordination.** The update process provides a unique opportunity for the county to work with other jurisdictions such as cities, special districts, and regional, state, and federal agencies to address local and regional issues.
- **Citizen Involvement.** The general plan update is a very public process that relies heavily on the community's input in making key decisions for the county's future. This involvement is vital in creating a sense of community ownership of the plan, which is essential for the successful implementation of the plan.
- **Implementation Guide.** In addition to being a long-term vision, the general plan serves as a guide for day-to-day implementation. The general plan contains a set of implementation programs that carry out the goals and policies in the plan.
- **Conflict Resolution.** Not only is the update process an opportunity to resolve regional and interjurisdictional issues, it provides a platform and framework to resolve local conflicts among competing interests (e.g., housing versus open space).

1. MAJOR OBJECTIVES OF THE GENERAL PLAN UPDATE

The following is a list of proposed objectives for the Calaveras County General Plan Update:

- Involve a broad range of the community and stakeholders throughout the entire Update process;
- Create a new community vision that will guide decisions about development, redevelopment, and resource protection over the next 25 to 30 years;
- Revise the General Plan Policy Document to realize this new vision;
- Ensure the consistency of the Plan with State law;
- Prepare a Background Report to reflect existing conditions;
- Refine and, where necessary, develop GIS information that will be used during the General Plan Update as well as after the Plan has been adopted; and
- Produce a General Plan that is both functional and user friendly.

2. ASSUMPTIONS

The following is a list of proposed assumptions for the General Plan Update Work Program.

- The General Plan Update will establish a systematic framework for the Community/Special Plans that lays out a common scope and format that will be used for all plans.
- It will update, streamline, and incorporate the following existing Community/Special Plans (in addition, it will consider renaming the “Special Plans” as “Community Plans”):
 - Arnold Community Plan (adopted 1968; revised 1980 and December 1998)
 - Avery-Hathaway Pines Community Plan (adopted April 1999)
 - Mokelumne Hill Community Plan (adopted February 1983; revised June 1988)
 - Murphys & Douglas Flat Community Plan (adopted 1986; revised December 1988)
 - San Andreas Community Plan (adopted April 1981; revised June 1988)
 - Valley Springs Community Plan (adoption date unknown; we do not have a copy)
 - Calaveras County Airport Special Plan (adopted October 1992)
 - Ebbetts Pass Highway Special Plan (adopted 1984; revised June 1986 and June 1988)
 - Rancho Calaveras Special Plan (adopted May 1999)
 - Copperopolis Community Plan - Working Draft (August 26, 2005)
- It will provide guidance for developing additional community plans (the work for developing the community plans is outside the budget and scope for this GPU Work Program and will have to be developed separately) for additional communities as determined by the Board of Supervisors, including the following approved by the BOS on October 23, 2006: West Point, Wilseyville, and Glencoe/Railroad Flat.
- Information in the scheduled 2006-2007 Calaveras Council of Governments (CCOG) Regional Transportation Plan (RTP) update will be used to update the technical data in the Circulation Element.
- The Calaveras Council of Governments (CCOG) has an update to the County General Plan Circulation Element budgeted in its Transportation Planning Work Program (Overall Work Program) for FY 2006/2007 for \$50,000, with a total project budget anticipated of \$150,000.
 - The Calaveras County Department of Public Works (DPW) is the recipient of this anticipated grant. It is the County’s intention to carefully coordinate the work DPW is doing (mostly traffic issues) with the balance of the Circulation Element requirements.
- The General Plan Update will be coordinated with CCOG’s scheduled update of the County Airport Land Use Plan (ALUP). The ALUP is programmed in CCOG’s Transportation Planning Work Program for FY2006/2007. It is planned to be partially funded through an FAA grant to the Airport, with CCOG providing the local match and project management. If the FAA funding does not go through for FY 2006/2007, the County will have to consider postponing the ALUP update or finding other funding.
- The Calaveras Council of Governments (CCOG), through DPW, is currently updating land use forecasts for traffic analysis purposes. This information will be used as a baseline in order to reduce the costs of updating land use forecasts for the General Plan Update.

- Information in the Calaveras LAFCO's Municipal Service Reviews (MSRs) and Sphere Of Influence Plans will be used to update background information for such services as wastewater disposal, water supply, fire protection, and parks.
 - These reports were all last updated in 2005 (and are scheduled to be updated in another five years).
 - John Benoit, Executive Officer of Calaveras LAFCO, stated to us on July 25th that the agency will start gathering information for the next updates as soon as it finishes workshops on the water/wastewater MSRs. The General Plan Update will be able to coordinate with this updated information gathering process.
- The Housing Element was updated in 2005 (adopted May 9, 2005), however, that the next Housing Element update deadline for Calaveras County is June 30, 2009. HCD has to determine the regional share of the statewide housing need at least two years prior to this (i.e., by June 30, 2007). The final Regional Housing Needs Allocation (RHNA) is due from the COG no later than June 30, 2008. At the very least, the County should consider adding an adjunct program to the General Plan Update to work proactively in the allocation process with both HCD and the COG.
- The General Plan will require major restructuring/reorganization.
- The General Plan will reflect current State law requirements for both content and coordination.
- The General Plan Update will be coordinated with a zoning consistency/rezoning program.
- Staff vs. Consultant Responsibilities
 - The County will hire a general plan coordinator to manage and coordinate the general plan update process, drive the project schedule, and contract with consultants to complete various phases of the approved work plan.
 - The County and the Consultants will assign staff to participate in a General Plan Team to ensure efficient coordination of efforts during the general plan update process. (Note: In this Work Program the "General Plan Team" refers to both County Staff and Consultants.)
 - The Consultants will assume the primary role in preparing and producing all documents and reports.
 - The County Counsel's Office will provide support to the Community Development Agency for legal issues that arise during the General Plan Update process.
 - The General Plan Team will jointly facilitate meetings, community workshops and public hearings.
 - The County will design and maintain the General Plan Update website.
 - County staff's responsibilities will also include: providing relevant reports and documentation; reviewing all documents and reports and providing comments; publicizing and arranging public meetings; and attending workshops and public hearings.
 - The County will convert data formatted into all necessary GIS files.

3. WORK PROGRAM OUTLINE

The following is an outline of a proposed Work Program for the Calaveras County General Plan Update, based on discussion with County Staff and other General Plan Updates that Mintier & Associates has completed.

Phase 1: Program Initiation

Phase Summary

During this phase, the General Plan Team will establish the foundation for the General Plan Update, including developing tools to be used during the Update, meeting with the Planning Commission and Board of Supervisors, and initiating the public outreach program.

Phase Tasks

- County will develop the public participation plan
Develop a detailed project schedule including schedules for community outreach and participation
- Discuss overall format and organization of the General Plan Update products
- Collect initial documents from the County (based on a data request provided by the Consultants)
- County will determine/confirm community plan boundaries
- County will create General Plan Update website
- Conduct joint Board of Supervisors/Planning Commission Study Session(s): Project Initiation
- Review, define and format land use database/GIS information for use in the General Plan Update
- Define and format base maps for use in the General Plan Update
- Conduct Community Workshops: General Plan Update Process

Phase Products

- Detailed Project Schedule
- Base Maps
- Land Use Database
- General Plan Update Website
- Community Workshop Summary

Phase 2: Background Report

Phase Summary

During this phase, the General Plan Team will compile information on existing conditions in the county in a Background Report. The Background Report will focus on existing conditions and

trends and the regulatory framework concerning the issues addressed in the General Plan Update. Compiling this information will involve reviewing pertinent documents (i.e., existing General Plan elements, special studies, EIRs, and so forth) and contacting appropriate agencies and organizations. The following outline shows the recommended scope of issues to be addressed in the Background Report:

- Introduction
 - Regional Setting
 - Planning Areas and Community Plan Boundaries
 - Organization and Purpose of the Background Report
- Demographics, Economic, and Fiscal Conditions
 - Population Trends and Demographic Characteristics
 - Economic Conditions and Market Trends
 - County Revenues and Expenditures (Auditor, Tax Collector, bonding capacities, etc.)
 - Preliminary Analysis of Fiscal Impacts of Growth by Land Use Type
- Land Use
 - Existing Land Use
 - Existing County Plans
 - Existing Zoning Summary
 - The City of Angels and Surrounding County General Plans
 - LAFCO Spheres of Influence and Annexation Procedures
 - Regional Plans and Policies
 - Federal and State Plans and Policies
 - Domestic Water
 - Wastewater
- Scenic and Community Character
- Housing [existing Housing Element]
- Transportation/Circulation/
 - Roads and Highways
 - Public Transportation
 - Aviation
 - Pedestrian Facilities and Bikeways
- Public Facilities, Services and Utilities
 - Financing
 - Storm Drainage
 - Solid and Hazardous Waste
 - Natural Gas and Electric Service
 - Law Enforcement/Jail
 - Courts/ DA/ Probation, etc.
 - Fire Protection
 - Schools
 - Communications

- Library Services
- Hospital and Ambulance Services
- Social Services
 - General
 - Child Care
 - Senior Services
- Recreation and Cultural Resources
 - Tourism
 - Recreation
 - Archeological and Historical Resources
 - Arts/Culture
- Natural Resources
 - Biological Resources
 - Water Resources
 - Mineral Resources
 - Timber Resources
 - Agricultural Resources
- Safety
 - Geologic and Seismic Hazards
 - Flood Hazards
 - Fire Hazards
 - Human-Made Hazards
 - Airport Safety
 - Flooding and Dam Failure Inundation
 - Hazardous Materials/Waste
 - Air Quality
- Noise
 - Existing Regulatory Framework
 - Existing and Future Noise Environment
 - Community Noise Survey
- Bibliography
 - Persons Consulted
 - References

Phase Tasks

- Prepare Draft Background Report

Phase Products

- Administrative Review Draft Background Report
- Public Review Draft Background Report

Phase 3: Issues, Opportunities, and Vision

Phase Summary

During this phase, the General Plan Team will work with the community, Planning Commission, and Board of Supervisors to identify key issues and opportunities and develop an overall vision for the future of Calaveras County.

Phase Tasks

- Prepare Issues and Opportunities Summary
- Conduct Community Workshops: Vision
- Prepare Workshop Summary
- Prepare Draft Working Vision Statement based on Workshop input
- Conduct Board of Supervisors and Planning Commission Study Sessions

Phase Products

- Key Issues and Opportunities Summary
- Workshop Summary
- Draft Vision Statement

Phase 4: Alternatives

Phase Summary

During this phase, the General Plan Team will work with the community and the Board of Supervisors to develop, evaluate, and select land use and policy alternatives that will create a framework for the new General Plan.

Phase Tasks

- Develop a unified set of land use designations that are correlated with the Zoning Ordinance
- Develop Policy and Land Use Alternatives
- Evaluate Alternatives
- Prepare Draft Alternatives Report
- Prepare Final Vision Statement based on Alternatives
- Conduct Community Workshops: Alternatives
- Conduct Board of Supervisors Study Session

Phase Products

- Unified set of land use designations
- Administrative Draft Issues and Alternatives Report
- Public Review Draft Issues and Alternatives Report
- Workshop Summary
- Final Vision Statement

Phase 5: Goals and Policies

Phase Summary

During this phase, the General Plan Team will draft a set of goals, policies, and implementation measures for each element of the plan based upon the input previously received from the study sessions and community workshops. The following outline shows the recommended scope of issues to be addressed in the Goals and Policies Report:

- Land Use
- Transportation/Circulation
- Housing [existing Housing Element]
- Public Facilities and Services
- Natural Resources
- Recreation and Cultural Resources
- Health and Safety
- Noise
- Economic Development
- Social Services
- Community Plans (reformatted and updated)

Phase Tasks

- Catalog and review existing General Plan policy
- Develop new goals, policies, and implementation programs
- Reformat and revise Community Plan policy
- Prepare generalized Land Use Diagram reflecting identified goals, policies and restraints
- Prepare Circulation Diagram
- Prepare Draft Goals and Policies Report

Phase Products

- Land Use Diagram
- Circulation Diagram
- Administrative Review Draft Goals and Policies Report
- Public Review Draft Goals and Policies Report

Phase 6: Environmental Impact Report

Phase Summary

During this phase, the General Plan Team will prepare a Draft Environmental Impact Report (EIR) analyzing the potential impacts of the Draft General Plan. The EIR will be designed to meet the requirements of the CEQA and to streamline future County consideration of development and public works projects consistent with the General Plan. The following outline shows the recommended scope of issues to be addressed in the EIR:

- Executive Summary

- Introduction
- Impacts and Mitigation Measures
 - Aesthetics
 - Agriculture Resources
 - Air Quality
 - Biological Resources
 - Cultural Resources
 - Geology / Soils
 - Hazards & Hazardous Materials
 - Hydrology / Water Quality
 - Land Use / Planning
 - Mineral Resources
 - Noise
 - Population / Housing
 - Public Services
 - Recreation
 - Transportation / Traffic
 - Utilities / Service Systems
 - Mandatory Findings of Significance
- Alternatives Analysis
- Cumulative Impacts

Phase Tasks

- Prepare Draft EIR

Phase Products

- Administrative Review Draft EIR
- Public Review Draft EIR

Phase 7: Fiscal Impact Assessment

Phase Summary

During this phase, the General Plan Team will conduct a fiscal impact assessment of the land use scenario in the General Plan Update to determine the economic, financial and fiscal impacts of projected growth. Based on the land use, development, demographic, and employment assumptions in the General Plan Update, and informed by expected State and local revenue conditions, the fiscal analysis will show the surplus or shortfall levels in the County's budget in five-year increments from the base year out to the horizon year.

Phase Tasks

- Prepare Administrative Review Draft Fiscal Impact Assessment Report
- Prepare Final Fiscal Impact Assessment Report

Phase Products

- Fiscal Impact Assessment Report

Phase 8: Public Review

Phase Summary

During this phase, the General Plan Team will assist the community, Planning Commission, and Board of Supervisors in the review of the Public Review Draft General Plan and EIR, culminating in Board direction on changes to the Draft General Plan.

Phase Tasks

- Conduct Community Workshops: General Plan and EIR
- Prepare Workshop Summary
- Conduct Planning Commission Hearing(s)
- Conduct Board of Supervisors Hearing(s)
- Prepare Board of Supervisors Direction Summary

Phase Products

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- Workshop Summary
- Board of Supervisors Direction Summary

Phase 9: Final Documents and Adoption

Phase Summary

During this phase, the General Plan Team will prepare the final versions of the General Plan Background Report, Goals and Policies Report, and EIR for final review and adoption by the Planning Commission and Board of Supervisors.

Phase Tasks

- Prepare responses to comments on Draft EIR
- Prepare Final EIR
- Prepare Final Background Report
- Prepare Final Goals and Policies Report
- Conduct Planning Commission Hearing(s)
- Conduct Board of Supervisors Hearing(s)

Phase Products

- Final EIR
- Final Background Report
- Final Goals and Policies Report
- Final General Plan Documents (hard copies and electronic files on CD)

4. COMMUNITY OUTREACH PROGRAM

Public outreach is a key part of any general plan update program. A well-constructed general plan community outreach program should extend through the entire update effort and provide community residents numerous opportunities to participate in the Update process and express their opinions about the future of Calaveras County. The outreach program for the Calaveras County General Plan Update should be informative, highly interactive, and inclusive of a broad range of viewpoints and geographic interests, including stakeholders and community groups. The Community Development Agency is committed to providing a robust public participation process for the general plan update. It intends to develop a public participation plan which:

- engages a broad spectrum of stakeholders;
- provides a forum for the free and respectful exchange of views;
- seeks to define and resolve differences where possible; and
- identifies the linkages between the public input and the output generated by the staff and consultants.

A formal public participation plan will be developed in Phase 1 and will include components of basic outreach programs listed below.

Basic Outreach Programs

Project Website

A website for the General Plan Update will be designed, hosted, and maintained by the County. This site will provide current information on the status of the project, the ability to download project documents and presentations, and provide an easy means for the public to provide comments on the General Plan Update. All draft and final documents will be downloadable in Adobe PDF format in conjunction with a webpage designed to provide access to the referenced PDF documents.

County Library Reference Section

The Community Development Agency will coordinate with the County Library to establish a community planning reference section, including not only documents generated during the general plan update process, but also new books, tapes and other reference materials to help the public learn and engage in the community participation process.

Media Outreach

Information regarding the general plan update process, including press releases, information items, schedules, and draft documents, will be disseminated to local newspapers and other media. The Calaveras Enterprise has indicated a willingness to dedicate a regular spot in its pages for general plan update and community workshop status reports, and plans to produce its own educational series on the general plan and related topics.

Presentations to Community Interest Groups

Make informational presentations to community interest groups such as social/community organizations, local school districts, and high school government classes.

Public Opinion Surveys

Develop public opinion surveys, with an impartial third-party review of the surveys and methodologies to ensure public confidence. Distribute at community workshops and meetings.

Community Workshops

The General Plan Update includes community workshops during various phases in the General Plan Update to inform/educate the community on the process and solicit feedback from the community. The community workshops will be interactive, providing participants the opportunity to learn about the General Plan Update process and to provide input on issues, opportunities, the long-term vision, alternatives, and the plan itself.

The Work Program outline provides for a round of community workshops to be conducted at the following four points during the General Plan Update process:

- Phase 1: Program Initiation
- Phase 3: Issues, Opportunities, and Vision
- Phase 4: Alternatives
- Phase 8: Public Review

In each round the workshops will be held at different locations throughout the county. Preliminarily, the following five locations have been identified as the venues for the workshops: Copperopolis, San Andreas, Murphys, Valley Springs, and West Point.

Information obtained at the community workshops will be summarized, posted on the project website, and reported during subsequent study sessions with the Board of Supervisors with recommendations for responses, if appropriate.

Board of Supervisors and Planning Commission Study Sessions

The Work Program outline includes Board of Supervisors and/or Planning Commission study sessions to review milestone products and provide direction in the General Plan Update process prior to publication of the Draft General Plan and formal public hearings during the following three phases:

- Phase 1: Program Initiation
- Phase 3: Issues, Opportunities, and Vision

- Phase 4: Alternatives

Public Hearings

The Work Program outline includes formal public hearings prior to adoption of General Plan and EIR. The Work Program outline calls for at least one public hearing each at the Planning Commission and Board of Supervisors in Phase 8 and one each in Phase 9 leading to plan approval and adoption. More hearings may be necessary or desirable.

Other Outreach Programs

The following are additional outreach programs that the County may want to consider including in the General Plan Update. These programs are not reflected in the Work Program outline in Section 3 of this report or in the cost estimate in Section 8 of this report.

Stakeholder Interviews

Interview key stakeholders, such as Board of Supervisors members, Planning Commissioners, department heads, and key community leaders. The purpose of these interviews, conducted in Phase 1, would be to explain the General Plan Update process and to solicit early thoughts on key General Plan issues.

E-Updates

Send out short electronic newsletters/bulletins throughout process to key interested parties.

Project Information Booth

Set up a project information booth at selected county events designed to provide interested visitors information about the GPU and opportunities to become involved

Translation Services

Provide translation services such as simultaneous translation during public meetings and translation of written materials

Discussion Forum

Set up and monitor an on-line General Plan Update discussion forum to respond to questions from the community as needed.

5. GENERAL PLAN STRUCTURE AND FORMAT

This section outlines recommendations and alternatives for the following issues related to the structure and format of a new General Plan:

- Policy content vs. background material
- Organization and consolidation of topical elements
- Organization of Community Plans
- Publishing format
- Structure of policy content (e.g., goals, policies, and implementation programs)

Policy Content vs. Background Material

Recommendation

- Organize the General Plan in two separate documents: a Goals and Policy Implementation Section and a Background Section.

Alternative

- Combine background information and policy direction in single document or within each element.

Organization and Consolidation of Topical Elements

Recommendation

- Organize general plan policy under functional elements within a thematic framework.
 - Land Use
 - Economic Development
 - Transportation/Circulation
 - Housing
 - Public Facilities and Services
 - Social Services
 - Natural Resources
 - Recreation and Cultural Resources
 - Health and Safety
 - Noise
- For example, the Union City General Plan is guided by three overarching themes under which the functional elements are organized: the “Prosperous and Compassionate City,” “Making Places in Union City,” and “Services and Support for a Quality Future”.
- As another example, the Marin County General Plan contains three main elements under which topical categories are contained: “The Natural Systems Element,” “The Built Environment Element,” and “The Socioeconomic Element”.

Alternative

- Organize general plan policy per state law requirements:
 - Land Use
 - Circulation
 - Housing
 - Conservation
 - Open Space
 - Safety
 - Noise

Structure of Policy Content

Recommendations

- Use a simple and limited hierarchy of policy statements: goal, policy, implementation program, and quantified objective.
- Limit the number of goals, policies, and implementation programs.
- Use a policy only once. Cross-reference as needed.
- Give each goal, objective, policy, and implementation program a unique identifier (e.g., Policy LU-12)
- One goal per topic, 5 to 10 per element
 - Goals and objectives should universally start with “To...”
- 5 to 10 policies per goal
 - Policies should almost universally start with “The County shall/ ...”
 - Favor the use of the word “shall”. Use “should” sparingly
- 10 to 30 implementation measures per element
 - Implementation measures should be grouped together at the end of each element or subsection.
 - The following information should be included for each implementation measure:
 - Short program description
 - Responsible County Department
 - Timeframe
 - Funding source (as appropriate)
 - Identification of which policy(ies) each measure implements

Organization of Community Plans

Recommendations

- Edit, streamline, and format all Community Plans consistently and include as chapters/sections in the General Plan Goals and Policies Report.
- Focus community plan policy sections on unique issues to the particular community. Do not repeat policies in the countywide General Plan elements.

Alternative

- Maintain as separate documents

Publishing Format

Recommendations

- Reproduction
 - Hard copies
 - Compact disc
 - On-Line
- Binding
 - 3-ring binder
- Page layout
 - Single column (recommended for Background Report and EIR)
 - Double column (recommended for Issues and Alternatives Report and Goals and Policies Report)
- Page orientation
 - Portrait
- Graphics
 - Incorporate graphics and photos throughout (recommended for Goals and Policies Report, Issues and Opportunities Report, and Alternatives Report)
 - Incorporate graphics and photos sparingly (recommended for Background Report)
 - Limit use of color to key diagrams/maps

Alternatives

- Binding
 - Comb binding
 - Spiral binding
- Page orientation
 - Landscape
- Graphics
 - Use color extensively

6. GIS REQUIREMENTS

The following table describes the type of GIS information required for the Calaveras County General Plan Update. While not all the files listed in the table are necessarily required, it outlines the typical database needs to complete a general plan update. Calaveras County works in cooperation with the City of Angels Camp, the Calaveras County Water District, and the Calaveras Council of Governments to maintain GIS layers in the county.

GIS INFORMATION FOR THE GENERAL PLAN UPDATE

Category/ Layer	Minimum Attributes	Purpose	GPU Priority	Available?	Notes/ Calaveras County GIS Layer Name
Land Use					
Parcel database (polygon)	APN; Existing Land Use; Land Value; Structure Value; Ownership	To create a database and calculate development potential.	High	Yes	Undergoing update/unknown
General Plan (polygon)	General Plan Designations	To calculate development potential. Can be part of the parcel database.	High	Yes	Undergoing update/unknown
Specific/Master Plans (polygon)	Designations/Categories	To calculate development potential. Can be part of the parcel database.	Medium	Yes	Undergoing update/unknown
Zoning (polygon)	Zoning Categories	Base Information. To review land use and zoning compatibility.	High	Yes	Undergoing update/unknown
Boundaries (polygon)	City Limits; Urban Boundaries; Sphere of Influence; Redevelopment Areas; Airports (Flight Zones)	To calculate development potential. Can be individual layers or one layer containing all attributes.	High	Yes	Undergoing update/unknown
State/Federal Lands (polygon)	Type; Agency	Base Information	Low	Partial	Big Tree State Park
Constraints					
Waterways (line/polygon)	Waterway; Type	To determine location of water hazards	High	Yes	Rivers, Rivers Main, Rivers Regional, Lakes, Lakes main
Floodplains (FEMA)	Floodplain type	To determine location of flood hazards	High	Yes	FEMA Floodzones
Seismic (line/polygon)	Type; Name; Zone	To determine location of seismic hazards	Low	Yes	Geology
Overflight Zones (polygon)	Overflight Zones	To determine development potential/type around airports.	High	No	
Noise Contours (polygon)	Noise Contours	To determine base information	High	No	
Preservation (polygon)	Williamson Act; Farmland Security; Conservation; Easements; Habitat	To determine build out. Can be part of the parcel database.	Medium	No	
Important Farmland (polygon)	Farmland Type	Base Information Development Potential Constraints	Medium	No	
Air Quality (polygon)	Type; Area	Base Information Development Potential Constraints	Low	No	
Resources					
Soils (polygon)	Soil Type	Base Information Development Potential Constraints	Medium	Yes	Soil Types

Category/ Layer	Minimum Attributes	Purpose	GPU Priority	Available?	Notes/ Calaveras County GIS Layer Name
Mineral Resources (point/polygon)	Type; Quality; Extent	Base Information Development Potential Constraints	Medium	No	
Species (plant/animal) (point/polygon)	Type	Base Information Development Potential Constraints	Medium	Partial	CDF Vegetation
Circulation					
Traffic Area Zones (polygon)	TAZ;	To determine base case information.	High	No	
Right-of-Ways (line)	Type	To determine base case information.	Low	No	
Roadways (line)	Road Name; Road Type; Level of Service; Street Width; Curb/Gutter; Bikepath	To determine base case information.	High	Yes	Roads, Roads Main, Roads State Highways
Truck Routes (line)	Type; Capacity	To determine base case information.	Low	No	
Emergency Evacuation Routes (line)	Type; Name; Capacity	To determine base case information.	Low	No	
Parking Facilities (polygon)	Type; Capacity; Name	To determine base case information.	Low	No	
Transit Facilities (point/polygon)	Bus; Bus Rapid Transit; Light Rail; Rail; Airport	To determine base case information.	Medium	No	
Bike paths (line)	Bike path	To determine base case information.	Medium	No	
Pedestrian Paths (line)	Sidewalk; Completeness;	To determine base case information.	Medium	No	
Trails (line)	Name	To determine base case information.	Medium	No	
Public Facilities					
Community Facilities, Special Districts (polygon)	Police Stations/Districts; Fire Stations/Districts; Community Centers; Parks; Libraries; Schools/Districts;	To determine base case information.	Medium	Yes	Facilities Public
Water (line)	Water line type; Size; Age	To determine base information. Can be in CAD format.	Medium	No	
Sewer (line)	Sewer line type; Size; Age	To determine base information. Can be in CAD format.	Medium	No	
Drainage (line/polygon)	Drainage line type; Size; Age; Basin (size)	To determine base information. Can be in CAD format.	Low	Yes	Watersheds, Watersheds Regional
Flood Control/Dam Inundation (line/polygon)	Type; Size; Name; Age	To determine base information. Can be in CAD format.	High	No	
Gas/Electric/Oil (line/polygon)	Type; Size; Age	To determine base information. Can be in CAD format.	Medium	No	
Public Utility Stations (point/polygon)	Type; Name; Age; Capacity (Current/Max)	To determine base case information.	Low	Yes	Public Facilities
Schools (point/polygon)	Type; Name; Capacity (Current/Max)	To determine base case information.	Low	No	

Category/ Layer	Minimum Attributes	Purpose	GPU Priority	Available?	Notes/ Calaveras County GIS Layer Name
Community Centers (point/polygon)	Name	To determine base case information.	Low	No	
Parks (polygon)	Name	To determine base case information.	Low	No	
Police Stations (point/polygon)	Name; Officers; Staff; Response time	To determine base case information.	Low	Yes	Sheriff Response Times
Fire Stations (point/polygon)	Name; Staff; Units/Type; Response time	To determine base case information.	Low	Yes	Fire districts, CDF fire response
Hospitals (point/polygon)	Name; Capacity	To determine base case information	Low	No	
Ambulance Services (point/polygon)	District; Name; Units	To determine base case information	Low	Yes	Ambulance Response Areas
Other					
Population /Demographics (polygon)	Population; Ethnicity; Age; Income; Households	To determine base case information.	Medium	Yes	Census Blocks 2000, Census Block Groups 2000, Census Tracts 2000
Housing (polygon)	Unit Type; # of Units; Age	To determine base case information.	Medium	No	
Major Employers (point/polygon)	Name; Employees	To determine base case information.	Low	No	
Historic Landmarks (point/polygon)	Type (local, state, federal); Name	To determine base case information.	Low	No	

7. TIME FRAME/SCHEDULE

There are two options for completing the General Plan Update: a 2½-year schedule (Option 1) and a 2-year schedule (Option 2). The Option 1 schedule assumes the entire GPU project would be put out to bid in an RFP, with project work starting in February-March 2007. The County has also asked for an expedited schedule option, which would produce the General Plan Update in a maximum of 2 years rather than 30 months. The Option 2 schedule assumes that the first two phases of the project (Program Initiation and Background Report) would be conducted through a sole-source contract with a consultant with work beginning in January 2007. The remaining phases (Phases 3 through 9) would be put out to bid in an RFP, with work on Phase 3 starting in April 2007.

The Option 1 schedule is based on the draft Work Program outline and Mintier & Associates' experience in preparing other general plan updates. It is estimated to take approximately 2½ years (30 months), starting in February 2007 through July 2009:

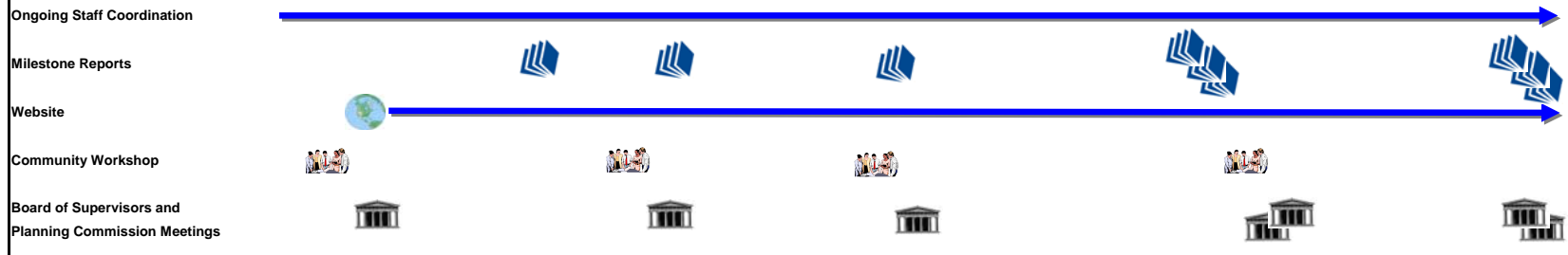
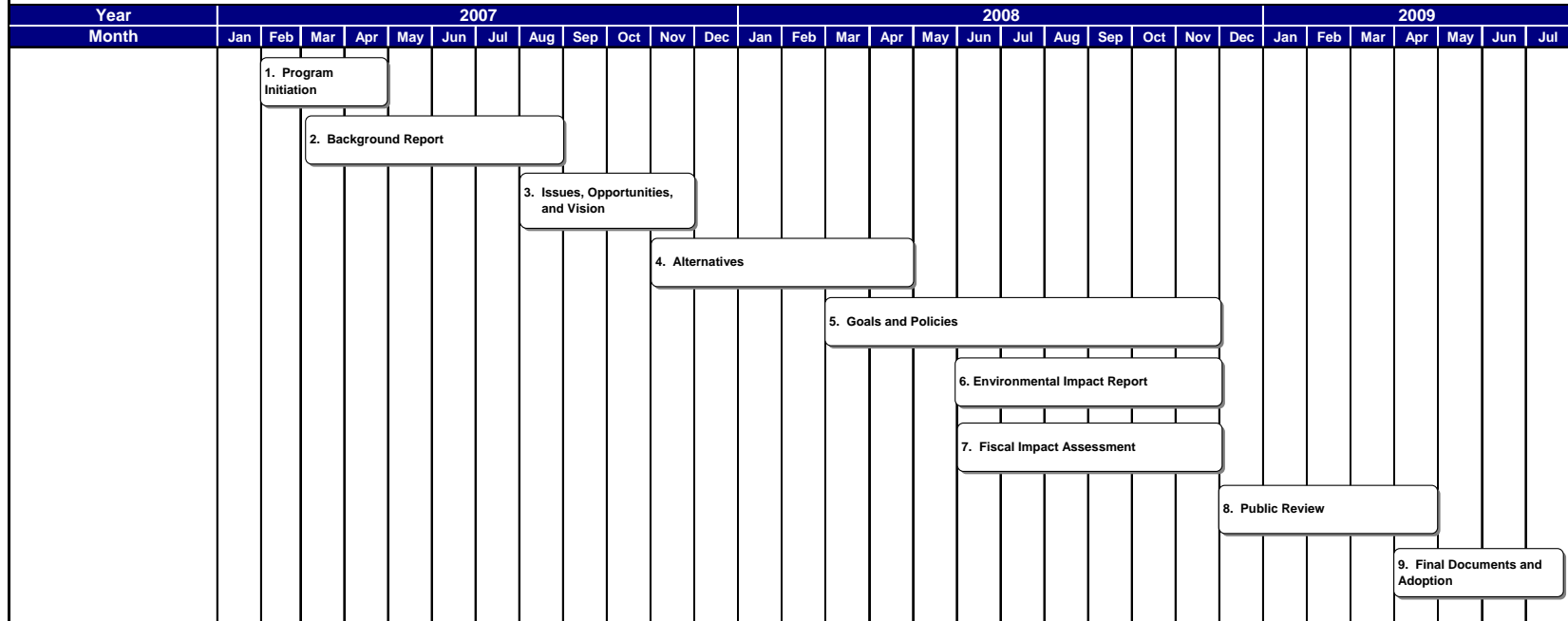
- Phase 1: Program Initiation: months 1-3
- Phase 2: Background Report: months 2-7
- Phase 3: Issues, Opportunities, and Vision: months 7-10
- Phase 4: Alternatives: months 10-15
- Phase 5: Goals and Policies: months 14-22
- Phase 6: Environmental Impact Report: months 17-22
- Phase 7: Fiscal Impact Assessment: months 17-22
- Phase 8: Public Review: months 23-27
- Phase 9: Final Documents and Adoption: months 27-30

The following Option 2 schedule would start in January 2007 and run through December 2008:

- Phase 1: Program Initiation: months 1-3
- Phase 2: Background Report: months 1-6 [Option 2 divides the Background Report into two phases, with the more critical information done in the first]....
- Phase 3: Issues, Opportunities, and Vision: months 4-7 [Option 2 starts Phase 3 halfway through Phase 2, rather than waiting until the Background Report is complete]
- Phase 4: Alternatives: months 7-12
- Phase 5: Goals and Policies: months 10-17
- Phase 6: Environmental Impact Report: months 13-17
- Phase 7: Fiscal Impact Assessment: months 13-17
- Phase 8: Public Review: months 18-21
- Phase 9: Final Documents and Adoption: months 21-24

The charts on the following pages show a graphical representation of both the Option 1 and Option 2 schedules.

Project Schedule - Option 1

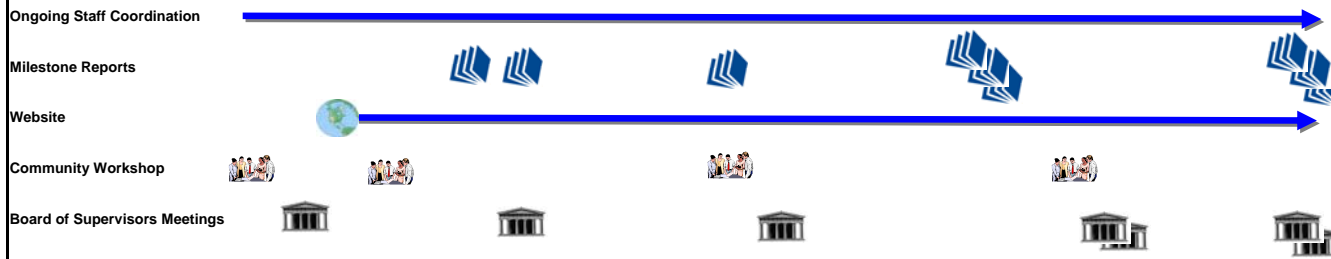


Project Schedule
CALAVERAS COUNTY GENERAL PLAN UPDATE



Project Schedule - Option 2

Year	2007												2008												2009																							
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																		
1. Program Initiation																																																
2. Background Report																																																
3. Issues, Opportunities, and Vision																																																
4. Alternatives																																																
5. Goals and Policies																																																
6. Environmental Impact Report																																																
7. Fiscal Impact Assessment																																																
8. Public Review																																																
9. Final Documents and Adoption																																																



Project Schedule
CALAVERAS COUNTY GENERAL PLAN UPDATE



8. ESTIMATED COSTS

This section outlines estimated costs for the General Plan Update. Based on our direct and indirect experience with other countywide general updates, the range for total consultant costs, including consulting services (i.e., labor and overhead), and direct expenses (e.g., printing, mail, and travel), for a 30-month program is estimated at: \$900,000 to \$1.1 million (Robert Sellman, Interim Director of Planning, presented a memorandum to the Calaveras County Board of Supervisors dated March 13, 2006, that provided a rough estimate of General Plan Update costs at \$1 million).

The following consultant cost estimate is for a \$1 million budget. This estimate is applicable for both Options 1 and 2:

ESTIMATED CONSULTANT COSTS BY PHASE

Phase 1: Program Initiation	\$50,000
Phase 2: Background Report	\$210,000
Phase 3: Issues, Opportunities, and Vision	\$30,000
Phase 4: Alternatives	\$100,000
Phase 5: Goals and Policies	\$120,000
Phase 6: Environmental Impact Report	\$200,000
Phase 7: Fiscal Impact Assessment	\$55,000
Phase 8: Public Review	\$40,000
Phase 9: Final Documents and Adoption	\$60,000
Subtotal Direct Costs	\$865,000
Administration/Project Management Costs (at ~10%)	\$85,000
Expenses (travel, documents, etc.)	\$50,000
Total	\$1,000,000

Based on the list of topical issues identified in the Work Program, the following consultants are likely to be needed for the General Plan Update effort:

- General Plan Project Manager; Public Outreach Specialist/Coordinator
- Land Use Planner (typically same as the Project Manager)
- Natural Resources/Environmental Specialist (EIR lead)
- Economist
- Transportation Planner/Engineer
- Noise Consultant

Estimated direct costs for these consultants are shown below:

ESTIMATED COST BY CONSULTANT

General Plan/Land Use/Public Outreach	\$455,000
Natural Resources/EIR	\$240,000
Economist	\$100,000
Transportation Planner/Engineer	\$50,000
Noise	\$20,000
Total	\$865,000

In addition to consultant costs, the County will have additional staff costs to manage and produce information for the general plan update.

The following table shows total estimated General Plan Update costs. The General Plan Update is estimated to have a total cost of \$1,350,000.

ESTIMATED TOTAL COSTS BY TYPE

Total Consultant Costs	\$1,000,000
County Staff Costs (including General Plan Coordinator position)	\$200,000
Calaveras Council of Governments (CCOG) grant for Circulation Element	\$150,000
Total	\$1,350,000

9. FINANCING STRATEGY

The County has allocated funding from the General Fund for Fiscal Year 2006-07 for the GPU. The project would run through the end of the 2008-09 Fiscal Year for Option 1 and halfway through the 2008-09 Fiscal Year for Option 2. The County currently has a contract with Maximus to review planning department fees, including a General Plan impact fee. Mintier and Associates will review this information when it becomes available, and provide a recommendation for a long-term financing strategy once this review is complete.