

MONTEREY COUNTY PLANNING COMMISSION

Meeting: March 28, 2007;	Agenda Item No.:
Project Description: Consider procedures to review the Guidelines for the Land Use Advisory Committees (LUACs)	
Project Location: Countywide	APN: Countywide
Planning Number: PD061173	Name: Monterey County, Planning Department
Plan Area(s): Big Sur, Cahcagua, Carmel Area, Carmel Valley, Central Salinas Valley, Del Monte Forest, Greater Monterey Peninsula, Greater Salinas, North County Coastal, North County Non-Coastal, South County, Toro.	Flagged and staked: N/A
Zoning Designation: Countywide	
CEQA Action: N/A	
Department: Resource Management Agency, Planning Department	

RECOMMENDATION:

Staff recommends that the Planning Commission accept LUAC Committee recommendations relative to appointing representatives and issuing a Value Assessment Survey.

PROJECT OVERVIEW:

On February 14, 2007, the Planning Commission appointed Commissioners Brown, Diehl, and Ottone to serve on a subcommittee that would recommend a process for review of the LUAC Guidelines for the PC to consider and make recommendations back to the full Commission. The objective of this working committee, once established, is to consider LUAC guidelines that result in bringing the greatest value to the projects and process deemed appropriate for the LUAC's, without extending the permit review process or increasing demand for limited County resources.

The first task was to establish a procedure and format. To get started, the Committee has the following recommendations:

- a. Size of Committee. The Committee make-up needs to be balanced and limited in size in order to function. The Committee recommends a Committee of seven consisting of the following:
 - Planning Commissioners (3)
 - Staff (2)
 - LUAC (2); Inland (1) and Coastal (1)
 - Taskforce (2)
- b. LUAC Nominees. Place an item on the first possible agenda for each LUAC. This item will be for each LUAC to select and submit no more than one nominee. This must happen at the meeting when it is placed on their agenda with a deadline of submitting their selection within one week following their meeting. If a LUAC does not submit a nominee by the deadline for any reason, they will forfeit their opportunity to submit a nominee. This item would be placed on the first LUAC agenda in April. The current list of LUAC members is attached (**Exhibit A**) as well as a list of LUACs and the Planning Area where they are located (**Exhibit B**).
- c. Representative Selection. Two lists of nominees will be placed on each LUAC agenda (one coastal, one inland). Each LUAC (as a group, not individuals) will be afforded to opportunity to submit one selection from each area (coastal and inland) using the same deadline as providing nominations. This item would be placed on the first LUAC agenda in May.

- d. Tiebreaker. The person receiving the highest number of votes will serve on the committee. In the case of more than one nominee receiving the same number of votes, the Planning Commission will select the representative from among those with the highest totals. If needed, this would be placed on the May 30, 2007 Planning Commission agenda.
- e. Taskforce. The taskforce may select two representatives to serve on the committee. This selection would be due by the end of April. A list of Permit Process Taskforce members is attached (**Exhibit C**).
- f. Commissioner. The Planning Commission has selected the three representatives.
- g. Staff. The two staff members consist of Carl Holm and Alana Knaster.

Once established, this Committee will meet to review the guidelines and prepare proposed revisions for the Planning Commission to consider. During the time of getting representation settled, the Committee recommends distributing a questionnaire/survey to help define the primary goal of what people from each interest group wants to get out of the LUAC process. The interest groups include County Planners, Applicants (Owners, Architects, and Representatives, and individual residents of the County), LUAC members, Planning Commissioners. Surveys would be voluntary and completed by individuals. **Exhibit D** provides an overview of the current flow of an application to understand where LUACs fit into this process. The Commission may wish to provide additional direction to the Committee relative to the format and process for reviewing the LUAC guidelines.

OTHER AGENCY INVOLVEMENT:

- ✓ Planning Commission Subcommittee

Carl P. Holm, AICP, Acting Planning Manager
 (831) 755-5103, holmcp@co.monterey.ca.us
 March 16, 2007

cc: Planning Commission Members (10); County Counsel; Public Works Department; Parks Department; Environmental Health Division; Water Resources Agency; Alana Knaster; Carl Holm; Carol Allen; LUACs; Permit Process Taskforce; File PD061173

Attachments: Exhibit A LUAC Membership List
 Exhibit B LUAC-Planning Areas
 Exhibit C Taskforce Membership List
 Exhibit D Application Process

PLANNING AREA	AREA PLAN	LUAC
Big Sur	Big Sur Land Use Plan	South Coast LUAC
		Big Sur LUAC
Cachagua	Cachagua Area Plan	Cachagua LUAC
Carmel	Carmel Area Land Use Plan	Carmel Unincorporated /Highlands LUAC
Carmel Valley	Carmel Valley Master Plan	Carmel Valley LUAC
Central Salinas Valley	Central Salinas Valley Area Plan	Chualar Neighborhood Design Review Committee
Coast	NONE	N/A
Del Monte Forest	Del Monte Forest Land Use Plan	Del Monte Forest LUAC
Fort Ord		
Greater Monterey Peninsula	Greater Monterey Peninsula Area Plan	Greater Monterey Peninsula LUAC
Greater Salinas	Greater Salinas Area Plan	Spreckels Neighborhood Design Review Committee
North County, Coastal	North County Land Use Plan	North County – Coastal LUAC
	Moss Landing Community Plan	
North County, Inland	North County Area Plan	North County – Non-Coastal LUAC
South County	South County Area Plan	Bradley-Parkfield LUAC
Toro	Toro Area Plan	Toro LUAC
Ag Lands	All	Agricultural Advisory Committee
	AWCP	

EXHIBIT C

County Streamlining Task Force

MEMBERS

Ernie Mill, chair

Don Chapin

Larry Daniels

Peter Kasavan

Frank Pierce

Richard Rudisell

Nathan Stoopes

Michael Waxer.

LIAISONS:

Beverly Meamber

Michael Talia

Gwen Wells.

STAFF

Dale Ellis

Alana Knaster

Richard LeWarne

Jeff Main

Enrique Saavedra

Wayne Tanda

EXHIBIT D

APPLICATION REVIEW PROCESS

STEP 1: REQUEST FOR APPLICATION

An applicant submits concept plans for their project with a questionnaire to give some additional background. A file is created and a planner is assigned to the project. The project planner conducts a site visit and researches the site using maps and computer data in order to prepare a checklist and estimated fee addressing the entitlements required for the project. In order to try to best prepare the applicant, the planner makes an early assessment (based on the limited data) if the project may require review by a LUAC and/or CEQA review. Computer database shows the application as "REQUEST."

STEP 2: APPLICATION CHECKLIST

The project planner provides the applicant with the checklist of the materials necessary to process their application. Computer database shows the application as "GIVEN OUT."

STEP 3: APPLICATION SUBMITTAL

Once the applicant completes all of the items on the checklist, they submit an application package and fee to the project planner. The planner makes an initial assessment to see that everything is included in the package. Since this begins a 30-day review period under the Permit Streamlining Act, the planner immediately (before reviewing the plans for technical accuracy) creates packages of information to distribute to applicable Departments/Agencies (Public Works, Environmental Health, Water Resources, Fire, Parks, etc.). Computer database shows the application as "APPLIED."

This is the point when an application is distributed to the appropriate LUAC, if it is subject to LUAC review.

STEP 4: PROJECT REVIEW

Reviewing Departments have 30 days to determine if the application is complete or incomplete. If an application is deemed incomplete, a letter must go out to the applicant within 30 days from the date of submittal. This letter itemizes what is necessary to make the application complete. Computer database shows the application as "INCOMPLETE." When new data is submitted a new 30-day review period begins.

If a Department has all of the data they need, they deem the application complete for their purposes and forward any recommended conditions for the project. When all departments deem an application complete, then the project planner sends out a letter formally deeming the application complete. If no letter is prepared, the application is automatically deemed complete after 30 days from receiving the application materials. Computer database shows the application as "COMPLETE."

STEP 5: CEQA

Once an application is deemed complete, the County has 30 days to determine whether or not an application is exempt from environmental review. If the planner determines the project is not exempt, an initial study is prepared to assess the level of review required (Negative Declaration,

EXHIBIT D

Mitigated Negative Declaration, EIR). Additional reports/data may be requested to complete the environmental assessment.

STEP 6: HEARING

Once the CEQA review has been determined, the planner sets the application for the appropriate hearing. Computer database shows the application as "SET." The planner begins preparing the staff report, findings, and conditions.