



Community Development Department

Counter Hours: 8:00 a.m. to 12:00 noon  
Monday through Thursday

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# **INSTRUCTIONAL PACKET FOR PLANNED DEVELOPMENTS**

Updated July 1, 2010

### PURPOSE

This instructional guide has been provided to assist you in applying for a Planned Development. The Planned Development Zone (PD) is a combining zone to be applied on parcels which, in the opinion of the Planning Commission, are suitable for the proposed development and for which detailed development plans and/or written standards have been submitted and approved pursuant to Section 17.63.000 of the City's Zoning Ordinance. Planned Developments can provide for a greater range of development opportunities than would normally be allowed in the standard zone while maintaining relative consistency with the General Plan.

Applications for a Planned Development must include an application for a zone change in addition to the information required for a Planned Development Permit and/or Planned Development Standards. The processing of a Planned Development Permit along with Planned Development Standards may be concurrent.

### Planned Development Permits

Planned development permits are for smaller projects with a finite number of units or buildings that will be built in a relatively short period of time. The permit must be accompanied by a zone change to zone the property to Planned Development (PD). A strong justification statement for the planned development permit should be made with the application to explain the zone change request. The project will require Planning Commission and City Council approval to establish the PD zoning. In addition, specific building and site design must be known at the time of application. An application for a Planned Development Permit shall include the following:

- a. Topography of the land and contour intervals as required by the Commission;
- b. Proposed access, traffic and pedestrian ways, easements and lot design;
- c. Areas proposed to be dedicated or reserved for parks, parkways, playgrounds, school sites, public or quasi-public buildings, and other such uses;
- d. Areas proposed for commercial uses, off-street parking, multiple-family and single-family dwellings, and all other uses proposed to be established within the PD zone;
- e. Proposed locations of buildings on the land, including dimensions necessary to indicate the size of structures, setbacks and yard areas;
- f. Proposed landscaping, fencing and screening;
- g. The Commission may require detailed elevations; construction, improvement, utility, and drainage plans; and any other information it deems necessary to adequately consider the proposed development.

### Planned Development Standards

On larger projects which may involve multiple site developments over a period of years and where precise final building and site plans are not known at the time of application, the application may propose concurrent approval of Planned Development Standards in lieu of Items (e), (f) and (g) listed above. Approval of Planned Development Standards requires a detailed set of development standards which govern development within the zone; a description of the overall development plan including permitted uses; conditionally permitted uses; regulations on density, placement, setbacks, height, signage and parking; and other similar aspects of development within the zone. All development in the zone shall be consistent with, and governed by, such standards, once approved. A Planned Development Permit will be subsequently required prior to each development phase and commencement of construction.

### GENERAL ISSUES

The Planning Commission may conditionally approve Planned Development proposals subject to final implementation of the Planned Development zone by the City Council. The application and approval of the Planned Development proposal will be forwarded to the City Council with the rezoning request. The City Council may choose to review and modify the Planned Development proposal while considering the rezoning request or may ratify the Commission's approval. The Planning Commission may grant subsequent Planned Development Permit approvals. The Planning Commission comprises seven individuals appointed by the City Council who are charged with the responsibility of approving or denying requests for development. The City Council is the final approving body for the Planned Development rezoning requests and is made up of five elected individuals. The Commission meets the first and third Thursday of each month at 6:00 p.m. The City Council meets the first three Wednesdays of each month at 7:00 p.m. Both the Commission and the Council meetings are held on the second floor in the City Council chambers located at 1110 West Capitol Avenue.

Planned Developments can take from 4-8 months to process depending on the complexity of the project, the level of environmental review that is required and staff's current workload. This time frame includes certain minimum requirements stipulated by State Law for environmental review and public noticing. Planned Developments will typically require a Negative Declaration and take approximately 4-8 months to process. Often a Planned Development request is part of a larger project like a subdivision, which typically takes 6 months or more to process. The Community Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints. It is important that the applicant prepare a complete and accurate submittal package. Delays may occur if staff does not have accurate information or has to return an incomplete application.

### APPEALS

Any person dissatisfied with the decision of the Planning Commission may appeal to the City Council. Appeals must be filed with the City Clerk's office in writing within fifteen (15) days of the Planning Commission action with the appropriate filing fee (see enclosed fee schedule). A public hearing will be scheduled before the City Council to hear the appeal. Decisions by the City Council regarding appeals are final.

### FINDINGS

The Planning Commission must be able to make the following findings about the project in order to approve Planned Developments:

1. The proposed development is consistent with the General Plan of the City of West Sacramento;
2. The proposed development either complies with the applicable provisions of the basic zoning district on the property or any deviations from those provisions have been justified as necessary to achieve an improved design for the development;
3. The proposed development is essential or desirable to the public comfort and convenience;
4. The requested plan will not impair the integrity or character of the neighborhood nor be detrimental to the public health, safety or general welfare;
5. Adequate utilities, access roads, drainage, sanitation and/or necessary facilities will be provided.

### EXPIRATION AND REVOCATION

#### Expiration

If you are unable to or do not begin construction within the time limit set by the Planning Commission or within one year after the date of the hearing if no specific time has been set, the Planned Development permit is deemed to be null and void without further action. Extensions may be granted.

#### Revocation

It is important to satisfy each of the conditions of the Planned Development. If you have difficulty meeting the conditions, contact the Community Development Department as early as you can. If the conditions of the Planned Development continue to be unsatisfied, the Community Development Department can recommend to the Planning Commission that the Planned Development permit be revoked. Appropriate hearings

and notices would precede any action to revoke an approved Planned Development.

### EXTENSIONS OF TIME

If you have not completed your project within the specified time, you may wish to request an extension of time. Extensions of time for Planned Developments may be approved subject to the following findings:

1. Such extensions shall be approved only when it is found that the circumstances under which the permit was granted have not substantially changed;
2. Such extensions shall be approved for not more than two (2) years.

### MINOR MODIFICATIONS

The Zoning Administrator may approve minor modifications to existing Planned Development permits, subject to the following findings:

1. Such minor modifications shall be approved only if it is found that the modifications substantially conform with the plans or standards approved by the Planning Commission; that the intensity of the use is not increased; and that the appearance and function of the total development and the surrounding development will not be adversely affected as a result of such modification.

### GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner(s) or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner(s). Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify any questions that may arise.

### STATEMENT OF JUSTIFICATION

A statement of justification must be provided on a separate sheet of paper. Applicants should explain in detail the nature of the request and why the proposal is justified (i.e., how it meets the required Findings). A strong and complete project description and justification will improve the likelihood of a favorable staff recommendation and approval by the City Council. Projects without clear statements of justification will be requested to provide such prior to determination that the application is complete.

### FEES

Fees for processing Planned Developments are based upon a deposit/reimbursement agreement between the Community Development Department and the applicant. Submittal fees are used to cover staff's time for preparation of environmental documents, project meetings, preparation of staff reports, and attendance at required



## INSTRUCTIONAL PACKET FOR PLANNED DEVELOPMENTS

public hearings. Actual staff time is charged against the initial deposit at a rate specified by the City Council. Projects exceeding the base deposit amount will be charged accordingly. Payment of all fees is due one (1) working day prior to the scheduled public hearing. Projects having an outstanding balance on the scheduled hearing date will be continued pending payment of fees due. A reimbursement agreement is attached which must be completed and returned with the submittal package.

The California Department of Fish and Game (Fish & Game) requires payment of fees for the review of projects impacting fish and wildlife resources. Fish & Game charges a fee of \$1,800 for review of a Negative Declaration and \$2,500 for review of an Environmental Impact Report. If an applicant feels that their project will not cause any environmental effects, they may contact Fish & Game prior to submittal of their project to the City and inquire if Fish & Game will issue a "finding of no effect determination" for the project. **At the time of project submittal, applicant must either submit a copy of the signed "no effect" form on Fish and Game letterhead or pay the appropriate fee (made payable to Yolo County) for their application to be deemed complete.**

Yolo County requires a \$50 processing fee for the filing of a Notice of Determination or Notice of Exemption. These fees are due and payable prior to the scheduling of public hearings for the proposed project. Checks for payment of these fees should be made payable to the County of Yolo and submitted to the Community Development Department for processing.

### PRELIMINARY TITLE REPORT

A preliminary title report, current within sixty (60) days, of all parcels involved in the request is required. A title report can be obtained from any title company located in Yolo County.

### PUBLIC NOTICE MAP AND PROPERTY OWNER'S LIST

A Public Notice Map and Property Owner's List conforming to requirements outlined on form D of this packet is required.

## PLANNED DEVELOPMENTS CHECKLIST

### SUPPORT DOCUMENTS

Each application for a Planned Development must contain the following:

- Completed General Application Form (Form A)
- Executed Planned Developments Checklist
- Statement of Justification (Attach separate sheet)
- Payment of non-refundable application fees

## INSTRUCTIONAL PACKET FOR PLANNED DEVELOPMENTS

- Payment of the California Department of Fish & Game fees or provide a copy of the “finding of no effect determination” from Fish & Game.
- Executed Reimbursement Agreement
- Preliminary Title Report of all properties involved in the request (2 copies, current within 60 days)
- 500-foot Public Notice Map
- List of all property owners within 500 feet from subject property, including subject property, by assessors parcel number, including mailing addresses
- A supply of envelopes that are addressed to the owners of property located within 500 feet from subject property. **Envelopes must include legal sufficient postage** and include the following return address: City of West Sacramento, Community Development Department, 1110 West Capitol Avenue, West Sacramento, CA 95691
- Ten (10) sets of plans (folded to 8-½" x 11", individually) showing the following minimal information:
  - a. The topography of the land and contour intervals as required by the Planning Commission;
  - b. The proposed access, traffic and pedestrian ways, easements, and lot design;
  - c. The areas proposed to be dedicated or reserved for parks, parkways, playgrounds, school sites, public or quasi-public buildings, and other such uses;
  - d. The areas proposed for commercial uses, off-street parking, multiple-family and single-family dwellings, and all other uses proposed to be established within the zone;
  - e. The proposed locations of buildings on the land, including all dimensions necessary to indicate the size of structures, setbacks, and yard areas (not required for Planned Development Standards);
  - f. The proposed landscaping, fencing and screening (not required for Planned Development Standards);
  - g. The Commission may require detailed elevations, construction, improvement, utility, and drainage plans and any other information it deems necessary to adequately consider the proposed development (not required for Planned Development Standards);and
- Ten (10) copies of detailed Planned Development Standards, which govern development within the zone [in lieu of Items (e), (f) and (g) listed above]
- One (1) 8-1/2"x11" reduction of each exhibit. Reductions can be either PMT (Photo Mechanical Transfer) or electronic in PDF format on a disk (No copier reductions will be accepted)

Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development Department and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review.



## INSTRUCTIONAL PACKET FOR PLANNED DEVELOPMENTS

I, \_\_\_\_\_, do hereby attest that I have reviewed the information contained in the Instructional Packet for Planned Developments and have met each of the aforementioned requirements as they pertain to this planned development application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date