City of Woodland

Community Development Department

Instruction for Filing General Plan & Zoning Amendments

520 Court Street ❖ Woodland California ❖ 95695

INSTRUCTIONS FOR GENERAL PLAN AND ZONING AMENDMENTS

PURPOSE

Zoning and General Plan Amendments are processed when a change in the General Plan or zoning designation is necessary to allow a desired use of a property that is not allowed under the current land use or zoning designated for the property. Amendments may be requested to change the zoning map or General Plan map designations or to change the text of the Zoning Ordinance or General Plan documents. This instructional guide has been prepared to assist you in preparing an application for a General Plan amendment or rezoning.

Amendments to change the zoning or General Plan map are processed to remove a current zone or General Plan designation and replace it with a different designation that would better serve the needs of the proposed development. Amendments that are processed to change the text of the Zoning Ordinance or General Plan documents allow applicants the opportunity to present alternative zone categories to the City or to modify existing wording.

Amendments are often complex applications that require comprehensive review by staff. Application for the rezoning of a property can take anywhere from 3-9 months to process depending on the level of environmental review required. General Plan amendments can only be processed four times in any given calendar year and may take up to 12 months to process. Amendments can be processed concurrently with other requests for development (subdivisions, conditional use permits, etc.) to minimize processing time.

Amendments may be granted by the City Council upon recommendation from the Planning Commission. Requests for General Plan amendments and rezones require a minimum of two public hearings – one before the Planning Commission and one before the City Council. A total of approximately four meetings are required before the Planning Commission and the City Council prior to a final decision being made on the request.

The Planning Commission is made up of seven individuals appointed by the City Council who are charged with the responsibility of recommending approval or denial of requests for amendments. The City Council is the final approving body for these requests and is made up of five elected individuals. The Planning Commission meets the first and third Thursday of each month at 7:00 PM. Both the Commission and Council meetings are held on the second floor of City Hall in the City Council chambers located at 300 First Street.

The Community Development Department tries to process applications as rapidly as possible within legal time frames. A complete and accurate submittal package is essential to reducing the processing time to a minimum. Delays may occur if staff does not have accurate information or has to return an incomplete application. Staff strongly encourages the use of pre-application meetings for amendment requests.

APPEALS

The decision of the City Council regarding amendments is final. There is no appeal available above the City Council.

FINDINGS

The City Council must be able to make the following findings in order to approve requests for zoning amendments:

ZONING AMENDMENTS

1. The public health, safety and general welfare warrant the change of zones or regulations; and

2. The requested change in zones or regulations is in conformity with General Plan.

GENERAL PLAN AMENDMENTS

The City Council must be able to make the following finding in order to approve requests for General Plan amendments:

1. The public health, safety, and general welfare warrant the change of the General Plan designation.

SUPPORT DOCUMENT CHECKLIST

Each application for Amendments must contain the following:

- ❑ Completed General Application Form.
- ❑ Statement of Justification.
- ❑ Payment of nonrefundable application fees.
- ❑ Preliminary Title Report of all properties involved in the requests (current within 60 days).
- ❑ 300' Public Notice Map.
- ❑ Typed owners list for public notice mail out that includes current names, assessor's parcel numbers, and mailing addresses of all parcels within 300 feet of the subject property.
- ❑ Completed environmental review forms.
- ❑ 18 sets of proposed plans showing the existing zoning and general plan categories and the proposed changes to be made (folded to 8 ½" x 11").

The applicant is encouraged to use this list as a guide. Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review.

GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner 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. 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. 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.

FEES

Please see Community Development Fee Schedule for all current fees. Fees for processing amendments are based upon a comprehensive fee schedule approved the City Council. Application fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings. The filing fee for a Rezoning is (refer to fee schedule); while the filing fee for a General Plan Amendment is. There

are also environmental review fees that are also applicable. Enclosed Form B contains a summary of applicable fees.

APPLICATION PROCESSING

The first step in the application process is filing an application for an Initial Study and submitting the Environmental Information Form. The filing fee for the Initial Study after the Initial Study is prepared by staff; a letter will be prepared indicating the level of environmental review (negative declaration, mitigated negative declaration or EIR) and the potential significant environmental effects that will need to be addressed. After the Initial Study analysis has been completed, the application for the environmental document along with the General Plan Amendment or Rezoning may be submitted. The Environmental Review, Negative Declaration Mitigated Negative Declaration; EIR 10 hours of staff processing time, (fees may be found in the Community Development Fee Schedule).

The Department of Fish and Game requires payment of fees for the review of projects impacting wildlife sensitive areas. The fees for this review are (please refer to Fee Schedule) for a finding of no impact (Diminimus Finding); (please refer to Fee Schedule) for review of an Environmental Impact Report; and (please refer to Fee Schedule) for review of a Negative Declaration. 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 out to County of Yolo but should be submitted to the Community Development Department. **Please check with Community Development Fee Schedule and Yolo County for all current fees**.

PRELIMINARY TITLE REPORT

A preliminary title report 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.