

City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT (530) 661-5820

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MEMORANDUM

TO:

Steven K. Harris, Community Development Department Director

FROM:

Robert MacNicholl, Senior Planner

DATE:

February 9, 2000

SUBJECT:

LAFCO ANNEXATION PROCESS

The following is a summary of the process required under the Yolo County LAFCO to process annexations.

This procedural guideline is intended to generalize the steps necessary to annex land to the City of Woodland. It is reflective of requirements within the California Government Code (§ 56000 et seq.) If there are questions pertaining to a specific annexation application, which do not appear to be addressed by these procedures, this section of the Government Code should be consulted. It should

be understood that a pass-through or property tax negotiations, must be concluded between the City and County as part of the formal process (Step 6). These negotiations should be initiated, and concluded if possible, before the applicant files the reorganization application at LAFCO and pays the appropriate LAFCO fees (Step 8).

Step 1. The applicant initiates the pre-zoning and environmental review process with the City. The application for Prezoning and Environmental Review are available through the Community Development Department. The applicant should take the time to discuss the procedure with the Planning Staff, in order to fully understand the requirements and procedures required by law.

Step 2. City completes the Initial Study, Environmental Assessment and Prezoning. To the extent possible, environmental documents prepared in conjunction with the General Plan or applicable

Specific Plan should be used or referenced to abbreviate the environmental process. The prezoning application is routed through both the Planning Commission and City Council. Prezoning is effectuated by ordinance, at the City Council.

Step 3. City Planning Commission conducts a public hearing on the Prezoning application and Environmental Document. A recommendation from the Planning Commission for approval of the Prezoning and a finding of adequacy for the Environmental Document is forwarded to the City Council.

Step 4. The City Council conducts a public hearing on the Prezoning application and Environmental Document as appropriate. Upon receipt of the affirmative recommendation of the Planning Commission, the Council may adopt an ordinance to effectuate the Zone Change. It becomes effective 30 days following the reading of the ordinance. If the Planning Commission finds the Prezoning inappropriate and/or the Environmental Assessment inadequate, the applicant has the option of appealing the decision of the Planning Commission to the Council for reconsideration.

Step 5. City transmits final City action on Environmental Assessment and Prezoning to LAFCO Executive Officer. This step occurs following the effective date of the ordinance adoption by the City Council.

Step 6. Applicant requests the City to formally begin property tax negotiations with the County. This step should be one of the earliest steps undertaken by the City and County, due to the typical length of time that these negotiations have taken in the past. Because the LAFCO process must be completed within 120 days once formally initiated, these tax negotiations should be complete by the

time the application is formally started at LAFCO. If the negotiations are not concluded within the 120 day LAFCO processing period, the application process must begin again, and new application fees will be charged.

Step 7. City prepares and submits the City Services Plan to LAFCO, as part of the complete submittal package. If the annexation is property owner driven, the City will bill the cost of this report on a T&M basis to the owner/applicant. If this report is part of an application sponsored by the City, the report will be prepared in-house by the staff of the Community Development Department, in accordance with the report outline provided by LAFCO to all applicants (see attached outline).

Step 8, After completion of steps 1-7, the applicant (either City or owner/applicant) will file a reorganization petition at LAFCO, and pay appropriate LAFCO application fees. This is a

significant act, in that the time clock for completion of the application begins at this time. There will be a total of 120 days allowed for the completion of the processing of the application.

- Step 9. If application is found to be complete, processing begins at LAFCO. If the application is found to be incomplete, the applicant has 120 days from the date of filing the petition, to complete the application.
- Step 10. LAFCO Executive Officer completes processing the application.
- Step 11. LAFCO Executive Officer issues a Certificate of Filing and sets a date for a public hearing before the LAFCO commission.
- Step 12. LAFCO conducts a public hearing on the reorganization request, and acts upon the proposal. **NOTE:** If the proposal is denied by LAFCO, the proposal is stopped, and no further processing occurs. In recent hearings before LAFCO, the commission has instituted a condition that agricultural easements are secured by the owner on the basis of one acre for each acre annexed, at the time of development of the site.
- Step 13. City of Woodland, as the conducting agency, holds a public hearing to receive protest and acts on the proposal. Findings are prepared (which must be consistent with the findings of the LAFCO resolution).
- Step 14. Final payment of LAFCO and State Board of Equalization fee required.
- Step 15. LAFCO Executive Officer completes Certificate of Completion.
- Step 16. Certificate of Completion is recorded at the office of the County Recorder by LAFCO. LAFCO also notifies affected agencies of the effective dated of annexation.
- Step 17. LAFCO files a Statement of Boundary Change with the State Board of Equalization. This action allows a change in the property tax assessment role at the beginning of the following year.

PART II. To be filled out by the applicable city planning department. Please type answers. Add additional pages if the space provided is not sufficient. If answers to these questions are contained in the environmental documents supporting this project or in the City's general plan or other document, the questions may be answered by referring to the appropriate page(s) of these documents. (LAFCO must be supplied with the reference documents.)

SECTION A - DEVELOPMENT PLANNING

- a. Is this proposal in conformity with the city's general plan?
- b. Will this proposal create islands, strips, or corridors of land within the city?
 - c. Has this area been pre-zoned? If so, What? If not, why not?
 - d. Will it be necessary to change this zoning to implement the development plans?

Does the city concur with the proposed changes?

e. Have the City Planning Commission and the City Council reviewed the development plans?

If so, what were the dates and results of the hearings?

Please provide copies of the applicable resolutions or ordinances.

- f. What type of intensity of development is planned for this area?
- g. Does the proposed boundary conform to existing physical boundaries?
- h. What is the present population of the area?
- i. How many dwelling units are located in the territory?
- j. How many dwelling units are expected when the area is fully developed:

If commercial, what is the expected type and size of development?

- k. What is the expected population when developed?
- 1. What is the likelihood of significant growth in adjacent areas (both incorporated and unincorporated)?

To what extent will this development influence or contribute to growth in these adjacent areas?

SECTION B - SERVICES

- a. What is the present development fee that will be required to develop this territory?
- b. Is there a city-imposed annexation fee?
 If so, what would it be for this proposal?
- c. Is there a need for urban services in the area at the present time?
- d. Will the city provide the following services?

<u>No Yes When Comment</u>

Water Service
Sanitary Sewer
Storm Drainage
Fire Protection
Police Protection
Street Maintenance
Street Lighting
Tree Maintenance
Trash Pick-up
Parks & Recreation
Library
Street Cleaning
Other

e. Will the city's existing water service system support this completed development, or will additions or modifications to the system be required (other than providing water mains and hydrants within the boundaries of the new territory)?

Describe:

f. Sewer Service:

City System

Present

When proposed Development is Completed

System treatment capacity (MGDs or population capacity):

Level of use (peak MGDs of population served):

Explain any expansion, or changes, necessary as a result of this project:

g. Will services beyond those normally available in the city be needed to adequately support the territory when developed?

If so, identify them and indicate possible revenue sources.

- h. Which services will require user fees?
- i. What are the probable effects of the proposed action on the cost and adequacy of services in the rest of the city?

- j. Is the area needed to enhance community services (such as land for a park, storm drain)?
- k. What is the estimated date the city will begin providing services now furnished by special districts or the county?

SECTION C - FISCAL

- a. Will the existing tax revenue and user fees provide adequate revenue to support the required services when developed?
- b. Will special assessments be made on this property, if so, for what services and how will it be assessed?
- c. What are the probable effects of the proposed action on the cost and adequacy of services in the balance of the city?
- d. Does the city have any outstanding bonded indebtedness, or loans? Please list bonds or loans and annual rate for each.
- e. Does the city want the annexed territory to be liable for its share of existing bonded indebtedness?
- f. Will the annexed territory be included within any particular taxing, assessment district, division, or taxing zone of the annexing city?

 Please specify.

SECTION D - Governmental Aspects

- a. Is the area proposed for annexation presently within the city's sphere of influence?
- b. Will the proposed annexation have a noticeable social or economic impact on the city?

1 17	Minimum DEFARMATION - CITY Service Plan
c.	If the answer to "b" is yes, will the proposed annexation create division of existing communities or commercial areas identifiable of the basis of appreciable social, economic or other factors?
	If so, please explain.
d.	Has the City Planning Commission and the City Council reviewed this proposal?
	If so, what are the dates and results of the hearings?
e.	What effect will this action have on mutual social and economic interests in the territory and in the city?
f.	What alternative courses of action have been considered to achieve results comparable to those proposed in this application?

g. Why is this proposal more advantageous than others?

h. Will implementation of this proposal create problems of duplicated authority, infringement on spheres of influence by one entity or another or significant operational problems for a local agency in the general area?

SECTION E - Environmental Review

- a. Has an Environmental Impact Report (EIR) or Negative Declaration Environmental Impact Report (NDEIR) been prepared, distributed and certified for this proposed action? *
- b. Is the document with the supporting data in the process of being completed?

If so, when do you anticipate the EIR or NDEIR will be available for LAFCO?

* An Environmental Impact Report or a Negative Declaration must be available to the Local Agency Formation Commission before the Commission will issue a "Certificate of Filing" accepting the complete documentation to initiate the proposed action by the Commission.

SECTION F - Other

Additional comments or information that should be considered by the $\operatorname{\mathsf{Commission}}$.

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