

City Response



March 13, 2019

Jeff Roberts  
Assemi Group, Inc.  
1396 W. Herndon Ave., Ste 110  
Fresno, CA 93711

**RE: Bellvue North Property- Specific Plan Application**

Dear Jeff:

As mentioned, City Staff has met to discuss the appropriate course for the submittal of a plan for the development of a specific plan for the north area of Winters, encompassing the property under ownership by Bellvue North along with the properties under the control of Helmut Sumner and the Benson Family.

Based on our previous discussions, it is our understanding that you intend to submit an application for a specific plan and possibly other entitlements for properties located within the City's existing boundaries or sphere of influence, and possibly apply for an amendment to the City's sphere of influence, to include other adjacent property owned by Bellvue North. After discussing with City staff, we have determined that Resolution 2001-05 (attached) requiring City Council approval prior to acceptance of a planning application would not apply to the submittal of the specific plan application that you have described since the subject property is located entirely within the City's existing "planning area." Additionally, the Resolution would not apply to an application to amend the City's sphere of influence because that, by itself, is not a "development application".

In the furtherance of both transparency and in order to move the process forward, we are recommending the following:

- Submittal of a letter outlining your proposal which frames the overall intent and goals of your plan along with the scope and outline of your request. Please include a single graphic showing all properties that would be a part of your proposal, including assessor parcel numbers acreages for each. Also please denote on that graphic a boundary for your proposed specific plan area, a boundary for your proposed annexation area, and a boundary for your proposed new sphere of influence area.
- Review of the previously discussed Draft Specific Plan Framework (attached) with comments, concurrence and/or edits.
- Anticipated timeline.

In our review, we also anticipate that the scope and breadth of the proposal will trigger a number of expenses to the City and a reimbursement agreement, including a deposit of initial funds will be required in order for the City to proceed with processing. We also anticipate that the contemplated

*Letter to Jeff Roberts- Bellvue North Specific Plan*

*March 13, 2019*

*Page 2*

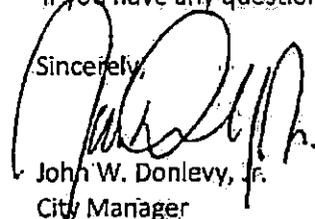
development application will require significant modifications and updates to the City's General Plan in conjunction with your project.

Upon receipt of the proposal letter and initial deposit of fund, our anticipated response process will include the following:

- Upon receipt, a review and meeting for understanding and concurrence on the scope of your proposal.
- Generation of the reimbursement agreement, a preliminary workplan (draft attached) and the specific plan framework.
- Take the item as an information item to the City Council with the workplan, specific plan framework and the reimbursement agreement along with a timeline.
- Determine next steps for submittal of a formal application and processing.

If you have any questions or would like to discuss this further, please do not hesitate to contact me.

Sincerely,



John W. Donlevy, Jr.  
City Manager

**CITY COUNCIL  
RESOLUTION NO. 2001-05**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS REQUIRING  
CITY COUNCIL APPROVAL PRIOR TO ACCEPTING DEVELOPMENT  
APPLICATIONS FOR PROJECTS OUTSIDE OF THE CITY'S GENERAL PLAN AREA**

**WHEREAS**, the City of Winters' General Plan is a legal document, required by state law, which serves as the community's "constitution" for development and the use of land within its planning area; and

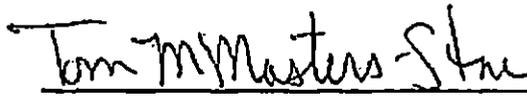
**WHEREAS**, the City of Winters may have occasion to receive planning applications for development projects that are located outside of the City's general plan area; and

**WHEREAS**, there is a desire to require City Council approval prior to accepting applications for development projects that are located outside of the City's general plan area; and

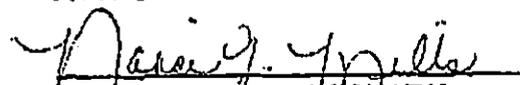
**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Winters hereby directs that all applications for development projects which are located outside of the City's general plan area shall be brought before the City Council for consideration prior to acceptance for filing. The City Council shall be asked to determine whether (a) the application shall be processed or (b) the application shall be scheduled for denial.

**PASSED AND ADOPTED** at a regular meeting of the Winters City Council, County of Yolo, State of California, on the 6th day of March, 2001, by the following roll call vote:

- AYES:** Anderson, Calvert, Romney, Mayor McMasters-Stone
- NOES:** None
- ABSENT:** Frazier
- ABSTAIN:** None

  
Tom McMasters-Stone  
Tom McMasters-Stone, MAYOR

**ATTEST:**

  
Nanci G. Mills  
Nanci G. Mills, CITY CLERK

# **WINTERS NORTH AREA ANNEXATION and GENERAL PLAN UPDATE**

**Preliminary Workplan  
September 7, 2017**

## **General Goals**

Annex North Area (Hostetler) land into City  
Complete Specific Plan for North Area  
Update ("refresh") General Plan/Climate Action Plan  
Update infrastructure master plans (circulation; stormwater/flood; sewer/wastewater)

## **Phase One**

Develop strategy for accomplishing goals  
Outline process  
Preliminary scoping of tasks, budget, schedule  
Develop guiding principles and objectives for overall process  
Specific Plan framework  
Parameters for Master Plan updates  
Check in with Council and community on process

## **Phase Two**

**Assemble City team:**

City Manager – John Donlevy  
Finance Director – Shelly Gunby  
City Attorney – Ethan Walsh  
Project manager – Heidi Tschudin  
City engineer – Alan Mitchell/Nick Ponticello/Carol Scianna  
City Planner – Dave Dowsell/Charlie Tschudin  
EIR (including air and noise; visual simulation) – RFQ  
Infrastructure engineering – RMC (sewer/water); drainage/flood (Wood Rogers)  
Specific Plan planner – RFQ  
Financial Feasibility – RFQ  
Annexation – Christine Crawford

**Assemble applicant team:**

Primary property owner – Greg Hostetler  
Project representative – Jeff Roberts

Prepare and execute funding agreement  
Prepare rough budget  
Prepare rough schedule and workplan  
Identify annexation area – maps and APNs  
Identify property owner list  
Hold property owner meeting  
Prepare and execute participation agreement  
Submit application(s)  
Develop City project website

**Develop public involvement process**

**Check in with Council and public**

**Begin technical analyses – initial opportunities and constraints assessments**

- City economic assessment
- Storm water drainage/flooding
- Water supply (WSA) and service
- Sewage capacity and service
- Fiscal impact
- Project financing and market feasibility
- Biological constraints
- Traffic and circulation
- Cultural resources
- Geotechnical
- Title report

**Begin preliminary planning process**

**Issue appropriate RFPs/RFQs**

**Identify scope of General Plan update**

**Prepare draft Specific Plan**

**Internal review and assessment**

**Community workshops**

**Begin CEQA process – release NOP**

**Release public draft Specific Plan, General Plan Update, and Draft EIR**

**Community workshops**

**Draft Development Agreement**

**Coordinate with LAFCO on annexation**

**Coordinate with County on tax sharing agreement**

**Finalize plans and EIR**

**Hearings and adoption**

**Update Master Plans**

**Update Development Fees (AB 1600)**

**Begin annexation process – SOI amendment, MSR, tax sharing agreement, annexation, rezoning**

**Submit application to LAFCO**

## **DRAFT SPECIFIC PLAN FRAMEWORK**

The purpose of a Specific Plan is to provide a vehicle for implementing the City's General Plan on an area-specific basis. A Specific Plan is both a policy and regulatory document. It must be consistent with the General Plan. The following framework is intended to guide the organization of the North Area Specific Plan with the goal of creating effective, efficient, and statutorily complete documents that share a common outline countywide. The content of a Specific Plan must meet the requirements of California Government Code Section 65451.

### **General**

- A. Title Page
  - 1. Name of the Plan
  - 2. Name of local agency (City of Winters)
  - 3. Date of adoption
  - 4. Resolution number
- B. Table of contents
- C. List of tables
- D. List of figures

### **I. Introduction and Summary**

- A. Introduction
- B. Summary of Plan
- C. Key Features
- D. Background and History
- E. Community Involvement Program
- F. Legal Authority – references to State Government Code authorization, General Plan references, intent to establish both policy and regulatory, method of adoption (resolution and ordinances), etc.
- G. Related Documents – relationship of the specific plan to the general plan, zoning code, subdivision ordinance, development regulations, standard specifications, EIR, Development Agreement, infrastructure plans, financing plan, design standards, etc.
- H. Consistency with General Plan – summary table or text that shows implementation of General Plan (details may go into an appendix)
- I. Consistency Requirements – for development projects and public works projects within the plan area.

### **II. Project Vision and Setting**

- A. Plan Vision
  - 1. Purpose
  - 2. Principles
- B. Plan Setting
  - 1. Regional and Specific Location (appropriate maps)
  - 2. Site Characteristics (opportunities and constraints)
  - 3. Surrounding Land Uses
  - 4. Boundary and Acreage
  - 5. Off-site Components (if any)

### **III. Land Use and Community Character**

- A. Land Use Vision – Introduction and concept statement; community character

- B. Goals and Policies
- C. Land Use Descriptions and Designations
  - 1. Land Use Map
  - 2. Description of each land use designation
  - 3. Land Use Table – land use summary by acreage, square feet, and dwelling units
- D. Development Regulations/Form Based requirements including zoning and consistency matrix
- E. Design Standards related to site orientation

**IV. Circulation**

- A. Circulation Vision -- Introduction and concept statement
- B. Goals and Policies
- C. Circulation Descriptions and Designations
  - a. Circulation Map
  - b. Description of circulation infrastructure
  - c. Statistical Summary
- D. Infrastructure Development Regulations
  - a. Highway Improvements (If any)
  - b. Street cross-sections
  - c. Trail design
  - d. Bicycles
  - e. NEVs
  - f. Sidewalk design
  - g. Traffic calming
  - h. Bus service
- E. Design Standards

**V. Public Utilities**

- A. Vision -- Introduction and concept statement
- B. Goals and Policies
- C. Utility Requirements – Description of facilities, routing, sizing and capacity, treatment, expansion, phasing, etc. for the following (Utility Plans would be finalized and adopted as implementation plans. This would take place after adoption of the Specific Plan and prior to processing of the first tentative map):
  - a. Water
  - b. Sewer
  - c. Drainage
  - d. Energy and Communications (electricity, gas, wind, solar, bio-fuels/mass, communications)
  - e. Flood Control (200 year)
- E. Governance
  - a. Community Services District, Mello-Roos District, County Service Area, etc.
  - b. Assessment Districts
- D. Utilities Development Regulations
- E. Design Standards

**VI. Public Services**

- A. Vision -- Introduction and concept statement
- B. Goals and Policies
- C. Service Requirements-- Description of triggers, ratios, plans, etc. for the following:
  - a. Parks
  - b. Schools

- c. Libraries
- d. Law enforcement
- e. Fire protection
- f. Solid waste disposal
- g. Government services
- D. Governance
  - a. Community Services District, Mello-Roos District, County Service Area, etc.
  - b. Assessment Districts
- E. Services Development Regulations
- F. Design Standards

## **VII. Jobs and Housing**

- A. Vision – introduction and concept statement
- B. Goals and Policies
  - a. Balance
  - b. Match
  - c. Phasing
- C. Economic Development Strategy (An Economic Development Plan is required and may be finalized and adopted after adoption of the Specific Plan and prior to action on the first tentative map.)
  - a. Targeted Industries
  - b. Local Serving vs. Regional
  - c. Incentives
- D. Affordable Housing Requirement (An Affordable Housing Plan is required and may be finalized and adopted after adoption of the Specific Plan and prior to action on the first tentative map.)
  - a. Density Bonus Opportunities
  - b. Income Eligibility
  - c. Inclusionary Requirement
  - d. Implementation
- F. Regulations
- G. Standards

## **VIII. Environmental Resources and Open Space**

- A. Environmental Vision – introduction and concept statement
- B. Goals and Policies
- C. Environmental Resources Descriptions and Designations –
  - a. Resource Maps – flooding, habitat, soils, farmland, groundwater, hazardous sites, ...
  - b. Descriptions of open space (parks) vegetation, wildlife, wetlands, special status species, cultural resources, soils information (quality and characteristics), air quality, noise, and water quality.
  - c. Statistical Summary
- D. Biotic Conservation Strategy
- E. Water Supply (A Water Supply Assessment is required and may be finalized during the EIR, prior to action on the first tentative map.)
- F. Agricultural Land Mitigation Strategy (An Agricultural Land Mitigation Plan is required and may be finalized during the EIR, prior to action on the first tentative map.)
- G. Habitat Mitigation Strategy/HCP Coordination
- H. BMPs/Regulations
- I. Standards

**IX. Sustainability (this section focuses on building design)**

- A. Vision – Introduction and concept statement
- B. Goals and Policies
- C. Sustainability Thresholds
  - a. Water Conservation
  - b. Energy Efficiency
  - c. Green Building Standards
  - d. VMT Reduction Plan
  - e. Recycling
  - f. Food Miles
  - g. GHG Reduction/Climate Action Strategies
  - h. Other
- D. Regulations
- E. Standards

**X. Implementation and Financing\***

- A. Vision – Introduction and concept statement
- B. Goals and Policies
- C. Market Absorption
- D. Fiscal Impact
- E. Phasing and Sequencing
- F. Facilities Financing (Including Transit)
- G. Development Fees
  - a. Plan level
  - b. Tract level
- H. Capital Improvements (Including Transit)

\*Items C through H of Section X are intended to provide summaries of early analytical work prepared/necessary to demonstrate feasibility. Actual detailed analysis and full plans/programs would be finalized and adopted as implementation plans. This would take place after adoption of the Specific Plan and prior to action on the first tentative map.

**XI. Administration**

- A. Administration
- B. Application Fees
- C. Application Processing
- D. Site Specific Requirements
  - a. Biology
  - b. Traffic
  - c. Noise
  - d. Cultural
  - e. Phase I ESA
  - f. Geotechnical
  - g. Infrastructure
- E. CEQA Clearance
- F. Revisions and Amendments
- G. Interpretations
- H. Enforcement

## **Acknowledgments**

### **Appendices**

- a) Legal description/survey
- b) Adopting resolution and ordinances
- c) Notice of Determination (with DFG receipt)
- d) Acronyms
- e) Others as appropriate