

6/24/2010

JULY 13, 2010 COUNCIL

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TO: TOWN COUNCIL

FROM: TOWN MANAGER RE: PARKS, RECREATION AND OPEN SPACE COMMITTEE PROJECT REVIEW
FORM AND METHODOLOGY PROPOSAL**ISSUE**

The Park, Recreation and Open Space Committee created a method and form to evaluate development projects that Council is asked to approve.

RECOMMENDATION

Approve as presented or as Council may edit.

CEQA

There are no CEQA issues in creating administrative forms and procedures.

MONEY

Cost to the Town will involve copying the forms and utilizing them in meetings of the PROS Committee, Planning Commission and Council. Applicants for various Town approvals will have to address the questions on the forms and possibly attend additional meetings in furtherance of their projects. The cost is not expected to exceed \$500 per project.

DISCUSSION

The Park, Recreation and Open Space Committee created a form and methodology to evaluate developments in the Town called a "project review form" (also known as a "Green Sheet"). The purpose is to bring consistency to a development evaluation process that the Committee will do to determine to what extent a development proposal addresses, or should address, matters concerning parks, recreation and open space. The form would be used in conjunction with the Park, Recreation and Open Space Master Plan once that document is approved and also reference requirements in the General Plan and Zoning Code. The form would be filled out and submitted by the PROSC to the Planning Commission as information for the Commission's use in evaluating a development application. The form and methodology has been reviewed and edited by the Planning Commission and they recommended approval at their June 15, 2010 meeting. Following is the proposed document:

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TOWN OF LOOMIS
Park, Recreation and Open Space Committee
Project Review Form ("Green Sheet")

Date _____

Project Number & Name _____

Location/Address _____

Zoning and Total acreage _____

PROSC Participants _____

Statement of Purpose: The PROSC Project Recommendations are to 1) promote, educate, and encourage developers and/or construction proponents to be aware of and include the rural lifestyle of Loomis and the surrounding areas when developing their plans and/or projects, and 2) to support the Loomis staff, Planning Commission and Town Council in upholding the Town's General Plan, Zoning Ordinances, Parks, Recreation & Open Space Master Plan and other documents and policies that protect the rural nature of Loomis.

Project Description

(Enter here basic info regarding number of lots, parks, number and types of homes, open space and/or other amenities, project history and background)

Site Visit Observations and Photos

(Enter here notations about existing homes, natural features, special conditions, or noteworthy info)

Recommendations and General Plan/Zoning Ordinance Citations

(Enter here PROSC recommendations including references to GP/ZO, with quotes where applicable)

Additional Comments (optional)

(Enter here any special comments deserving mention)

Addendum (optional)

(As a project goes through the stages of review, additional information may be added to the original "Green Sheet". Those notations would be entered here)

PROSC "Green Sheet" Procedures**The PROSC "Green Sheet" Pathway:**

1. How projects get to the PROS Committee -
Upon Town's receipt of an application for a proposed project, staff will determine if the project warrants PROSC review, as determined by the following:
 - a. The Project Review Criteria (Open Space Supplemental Application - see pages 3 and 4);
 - b. Park, Recreation & Open Space Master Plan;
 - c. Loomis General Plan;
 - d. Loomis Zoning Ordinance

If project is determined to warrant PROSC review, staff will forward project materials to the PROSC Subcommittee.

2. Subcommittee Chair or appointee(s) contact the property owner as soon as possible for permission to enter the property for "Green Sheet" review, possibly with the property owner or applicant present (highly recommended). Members may photograph pertinent aspects of the site.
3. Subcommittee Chair or appointee(s) prepares the draft "Green Sheet", sends a copy to all subcommittee members for review and comment. Subcommittee Chair or appointee(s) revise the draft "Green Sheet", if applicable, for presentation at the next PROSC meeting.
4. At the next meeting, PROSC to discuss, make any necessary changes, and approve. The project proponent will be invited to attend.
5. As a rule, the PROSC shall not take more than one meeting to approve a "Green Sheet" to forward to the Planning

Commission unless there are extenuating circumstances (at the Planning Director's discretion). This is to ensure that a project is not unreasonably delayed.

6. PROSC forwards the approved "Green Sheet" to Planning Commission for review with the proposed project.

7. PROSC "Green Sheets" will be included in the PROSC Quarterly Reports given to the Town Council and/or included with any materials from the Planning Commission should an appeal be submitted to the Town Council.

The following form is currently being used by the Planning Department and will continue to be included in the packet of documents filled out by project proponents.

**TOWN OF LOOMIS
PLANNING DEPARTMENT****OPEN SPACE
SUPPLEMENTARY APPLICATION FORM****Project Name** _____ **Project #** _____**Location/Address** _____**Zoning** _____ **Site Acreage** _____**Brief Description of Project** _____

1. How will the project help preserve

- Open space?

- Rural character?

- Unique natural features (e.g. wetlands, rock outcroppings, etc.)?

2. Briefly describe site vegetation (habitat value, native or specimen trees, large oak woodlands, wetlands part of riparian or wildlife corridor, any rare, endangered, federally listed or candidates for listing species). Please attach a copy of any arborist, cultural or special status species studies for your project.

3. Describe the number, size and condition of any trees to be removed.

4. Briefly describe wildlife typically found in the area (any rare, endangered, federally listed or candidates for listing species.)

5. Describe changes to site habitat(s) resulting from development of the project.

6. Does your project involve any public use or value, including visual access?

7. Does your project propose to include any open space? If so, what is its size (in square footage and as a percentage of your project area)? Do you propose that the open space would be for public or private use. Will the open space be proposed through an easement on a private lot or a separate lot? How does any open space you propose "work" with the adjacent property development; is any open space you propose continuous or contiguous to development within or outside of your project?

8. Does your site contain anything of historic or cultural value? Any unique features (such as rock outcroppings, quarries, etc.)?

I hereby acknowledge that I have read this application and state that the information given is correct.

I agree to comply with all Town ordinances and State laws regulating property division.

Date _____

Signature _____

Printed Name _____