



**RESOURCE  
MANAGEMENT AGENCY  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

ALLEN ISHIDA  
District One  
CONNIE CONWAY  
District Two  
PHILLIP A. COX  
District Three  
J. STEVEN WORTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** February 12 , 2008

Public Hearing Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
CONTACT PERSON: Celeste Perez    PHONE: 559-733-6291			

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

**REQUEST(S):**

That the Board of Supervisors:

Deny PZI 07-008, Visalia Moose Lodge Family Center #546, to change the zone from AE-40 (Exclusive Agriculture-40 acre minimum) to C-2 (General Commercial) located southeast of the City of Visalia, near Avenue 272 on Road 140.

**SUMMARY:**

**BACKGROUND:** The Tulare County Resource Management Agency has received a request from Mr. Richard Milligan of the Visalia Moose Lodge Family Center #546, to change the Zone from AE-40 (Exclusive Agriculture-40 acre minimum) to C-2 (General Commercial) on a 5.01-acre parcel located southeast of the City of Visalia, near Avenue 272 on Road 140.

The applicant wishes to rezone the site to construct a fraternal lodge that would include liquor and food services. The applicant has indicated that the lodge would be in use for much of the week for club events and related activities. The parcel is not under a Williamson Act contract and is designated for Agriculture in the Visalia

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

**DATE:** February 12, 2008

Land Use Plan, but is not in agricultural production. The lot is currently vacant, and there are no structures on the property.

The site is outside of Visalia's Urban Development Boundary (UDB) however, it is within its Urban Area Boundary (UAB). The site is outside of the Sphere of Influence (SOI) for the City of Visalia. The County General Plan Land Use designation for the project area is "Agriculture/Open Space."

**GENERAL PLAN POLICIES:** On April 20, 2004, your Board approved an interim policy related to the acceptance and processing of Zone Change applications during the General Plan Update. The policy requires that an initial screening of Zone Change applications outside of Urban Development Boundaries be conducted by your Board to determine compatibility with the update before the application can be accepted for processing. The Draft General Plan 2030 policies would be applicable to the proposed zone change along with the Urban Boundaries Element (88-01) and the Rural Valley Lands Plan (RVLP). In addition, the General Plan Update 2030 does not affect the Visalia Land Use Plan at this time (GPA 92-007 (B)/(C)).

Visalia Land Use Plan Urban Boundaries 92-007 (A) and 92-007 (B/C)

The Visalia Land Use Plan (GPA 92-007 B/C), Visalia Urban Boundaries (GPA 92-007 A), and the Urban Boundaries Element (UBE) (GPA 88-01) are the principal County General Plan documents that are applicable to the project. The Board adopted the Visalia Land Use Plan on April 23, 1996, and the Board last revised the Urban Boundaries for Visalia on January 3, 1995. The Board adopted the Urban Boundaries Element (GPA 88-01) on March 22, 1988.

Draft General Plan 2030 and GPA 88-01

The Draft General Plan 2030 provides framework policies that promote the viability of cities while protecting agriculture in the County. Policy PF - 1.2 in the General Plan Update 2030 and GPA 88-01, Location of Urban Development, reads as follows:

*PF-1.2*

*The County shall ensure that urban development only take place in the following areas:*

1. *Within incorporated cities. As an exception to this policy, the County may consider proposals for urban development within UABs or UDBs for cities if all the following criteria are met:*
  - a. *One of the following has occurred:*
    - i. *The adjacent city does not consent to annex the property for*

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

**DATE:** February 12, 2008

*development purposes (as evidenced through pre-zoning, development agreements, etc.); it shall be conclusively presumed that a city has not consented if it has not submitted an annexation proposal to LAFCO within 6 months from the date a request to annex is submitted to the city; or*

- ii. Annexation is not possible under the provisions of State Law, but it is determined by the County that development of the site does not constitute leapfrog or noncontiguous development; or*
- iii. The proposal for urban development qualifies as a “regionally significant proposal,” which means that the proposal must demonstrate “special significance” to Tulare County based on the following factors:*
  - 1. The proposed land uses will be consistent with innovative land use planning and design principles in addition to those in this plan;*
  - 2. Significantly habitat or agricultural resources will be addressed through on-site preservation or through the acquisition of off site resources and/or fees in lieu thereof;*
  - 3. Substantial financial benefits will be conferred on countywide operations; and*
  - 4. Any other relevant factor considered on a case-by-case basis.*
- b. The County finds that the public service impacts of the development are within the service capabilities of the County and affected special district; and*
- c. The use and density proposed are determined to be consistent with the adopted General Plan of the County and compatible with the adopted general plan of the affected city.*

The County has established UABs around incorporated cities where land uses are presumed to have an impact, and the adjacent incorporated city's concerns are to be given serious consideration as part of the land use review process, pursuant to Policy PF – 4.1.

Policy AG – 1.1 requires that the County maintain agriculture as the primary land use in the valley region of the County, and Policy LU – 2.1 requires that the County maintain agriculturally designed areas for agriculture use by directing urban development away from valuable agricultural lands to cities where public facilities are available.

**FINDINGS:** The subject site is outside of a UDB, and GPA 88-01 requires that urban development occur within UDBs unless it meets the criteria for urban development in GPA 88-01. Development within the UDB provides an assurance

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

**DATE:** February 12, 2008

that adequate urban services are available. Development is not encouraged outside the UDB due to the lack of urban services. Areas between UDB's and UAB's are designated agriculture unless non-agriculture uses existed prior to GPA 92-007 B/C. The area also functions as a holding area for cities to expand their UDB's to encompass the area. Preservation of productive agricultural land shall be the highest priority when considering such modifications.

All of the surrounding area is zoned AE-20 or AE-40 except for two parcels located north of the project site. A Change of Zone (PZ 84-20) to parcel APN 126-150-017 was approved by the Board, which rezoned the southern 3.2-acre portion of the 12.26-acre parcel from AE-40 to PD-M1 (Planned Development - Light Manufacturing). The remainder of the site retained the AE-40 Zoning. The Board then approved a Zone Change (PZ 93-003) of a 9-acre portion of parcel 017, which changed the rest of parcel 017 to PD-M1. During the time of these zone change evaluations, parcel 017 was outside of both the UDB and UAB for the City of Visalia. Therefore, the RVLP was the controlling factor for approval or denial. Parcel 017 received a RVLP rating of 11 points resulting in an approval for the zone change by the Board of Supervisors.

A Change of Zone (PZ 75-58) from A-1 (Agriculture) to M-1 (Light Manufacturing) for parcel APN 127-120-003 was established in 1975 for an existing non-agricultural use. The M-1 Zone was approved before the RVLP was established in 1975. Policy RVLP-1.5 states that regardless of other policies or designations in various elements of the Tulare County General Plan, zoning necessary to make a use conforming, which legally existed in the A-1 Zone before January 11, 1973, is deemed consistent with the General Plan. Policy PF-1.10 permits these land use designations be allowed to continue in accordance with the Tulare County Zoning Ordinance and General Plan.

The City of Visalia opposes the re-zoning of vacant land for general commercial uses between Visalia's UAB and UDB. State Law also requires that zoning be consistent with the General Plan. However, the applicant has not yet requested that the General Plan be amended. A General Plan change from agricultural to an urban designation is not permitted unless the affected site is included within the city's UDB. The City of Visalia is not, at this time, ready to expand urban development into this portion of the UAB, nor are urban services readily available.

The site is designated agriculture in GPA 92-007 B/C, and the foregoing policies do not prevent the County from changing land use categories or Urban Development Boundaries within any UAB. Therefore, the General Plan could be amended to place the site within the UDB, and change the land use designation to non-agricultural. However, since the site is not physically adjacent to Visalia's UDB, other property would have to be included to avoid creating an island.

Before the proposed project is approved for a private club or lodge, the applicant

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

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must also obtain a Special Use Permit, under Section 16, of the Tulare County Zoning Ordinance, which would include a water system analysis. The facility would also be subject to the permit requirements set forth in the California Retail Food Code. Furthermore, all new construction shall comply with Tulare County Fire Safe Regulations, and all building permits shall be approved by the Tulare County Fire Department.

**FISCAL IMPACT/FINANCING:**

The cost for a Zone Change Initiation is \$998 and Zone Change Application requires a \$1,400 deposit. If authorized to file a Zone Change Application, the applicant will pay an initial fee to the Tulare County Resource Management Agency. Additional fees of \$100 per hour will be charged if County costs exceed this \$1,400 deposit.

Upon completion of a General Plan Amendment/Zone Change and prior to submittal to the Planning Commission and Board of Supervisors for action, the Department will bill the applicant for the actual cost of preparing the amendment. Payment will be required prior to setting the Planning Commission public hearing date.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

General Plan and Zoning Initiations are linked to Strategic Initiative 2: Economic Well-Being-Promote economic development opportunities, effective growth management and quality standard of living. Denying a Change of Zone from AE-40 to C-2 on this site would provide growth consistent with the County General Plan, and protect the County's agriculture-based economy.

**SUBJECT:** Preliminary review of PZI 07-008, a change of zone from AE-40 to C-2.

**DATE:** February 12, 2008

**ALTERNATIVES:**


1. Your Board could approve or modify the request. However, if the request is allowed to be filed it will need to include an amendment to the Visalia Land Use Plan and UDB to allow commercial zoning. (See Map Exhibit E)

**INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:**

Staff referred the applicant's proposal to, Tulare County Health and Human Services, Tulare Irrigation District, Tulare County Fire Department, City of Visalia, San Joaquin Valley Air Pollution Control District, Caltrans, and the Tulare County Planning Commission for comments/recommendations.

**ADMINISTRATIVE SIGN-OFF:**

RESOURCE MANAGEMENT AGENCY

  
George Finney  
Assistant Director  
Planning

  
Henry Hash  
Director

cc:

Auditor/Controller  
County Administrative Office (2)  
Sheriffs Department  
Fire Department  
Planning Department  
City of Visalia

County Counsel  
Applicant  
Agent  
City of Tulare

Attachments: Exhibit A: Maps  
Exhibit B: Initial Consultation Letter  
Exhibit C: Comment Letters

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF PRELIMINARY )  
REVIEW OF PLAN ZONING INITIATION ) RESOLUTION NO. \_\_\_\_\_  
07-008, MOOSE LODGE, VISALIA, CA ) AGREEMENT NO. \_\_\_\_\_

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD FEBRUARY 12,  
2008, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JEAN ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

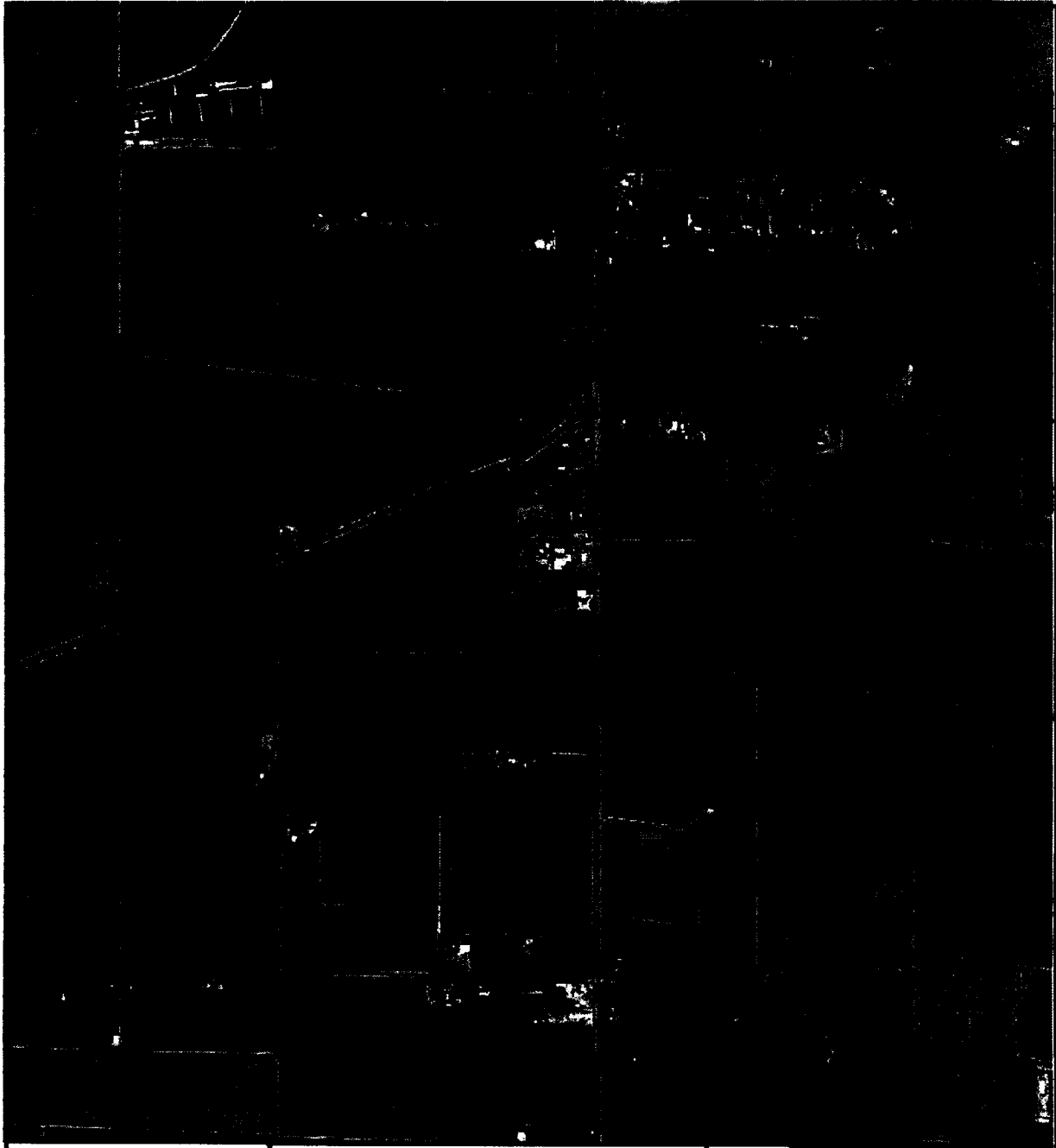
\* \* \* \* \*







Denied PZI 07-008, Visalia Moose Lodge Family Center #546, to change the zone from AE-40 (Exclusive Agriculture-40 acre minimum) to C-2 (General Commercial) located southeast of the City of Visalia, near Avenue 272 on Road 140.

EXHIBIT A:  
MAPS

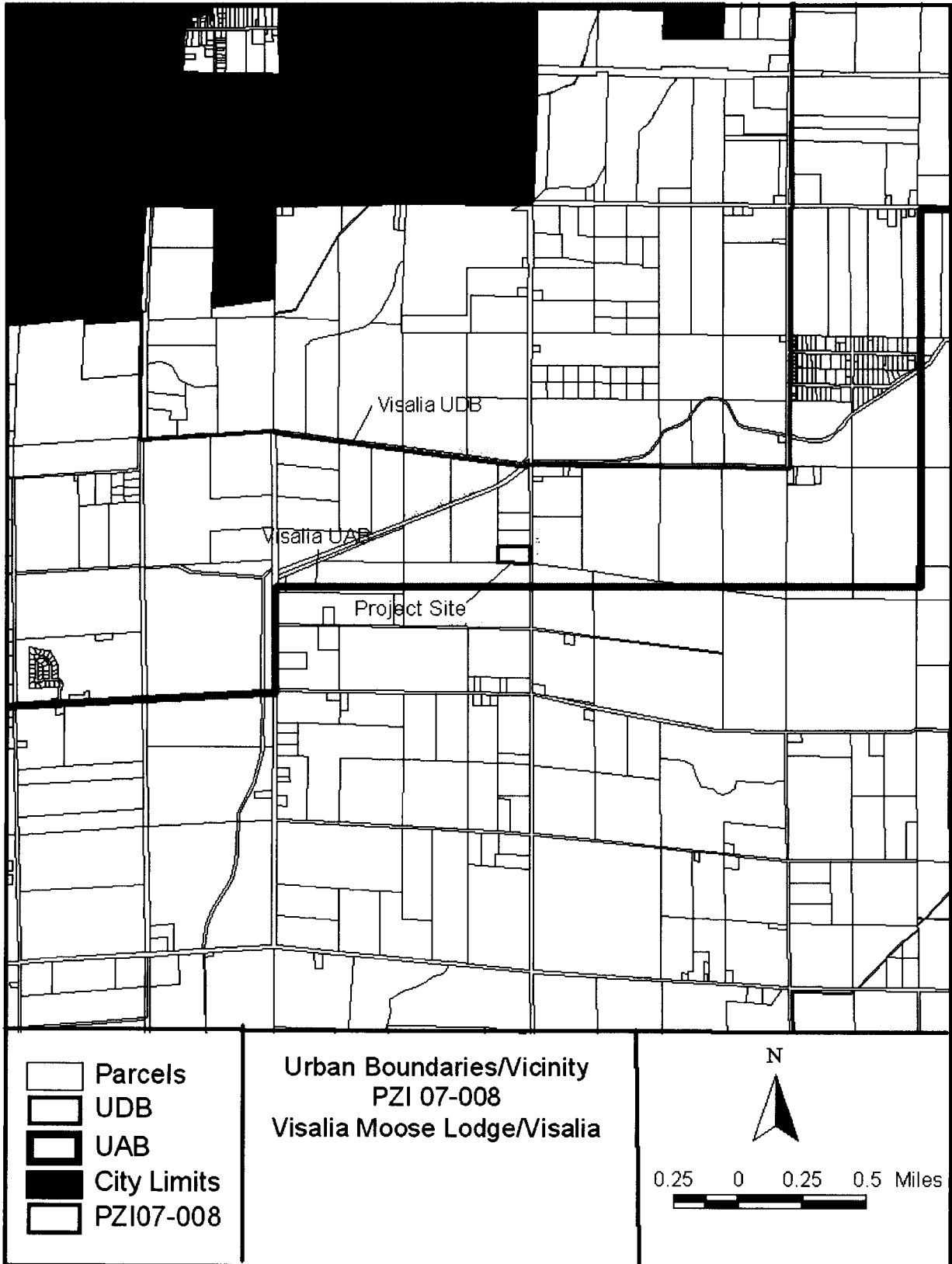


# Map Exhibit A

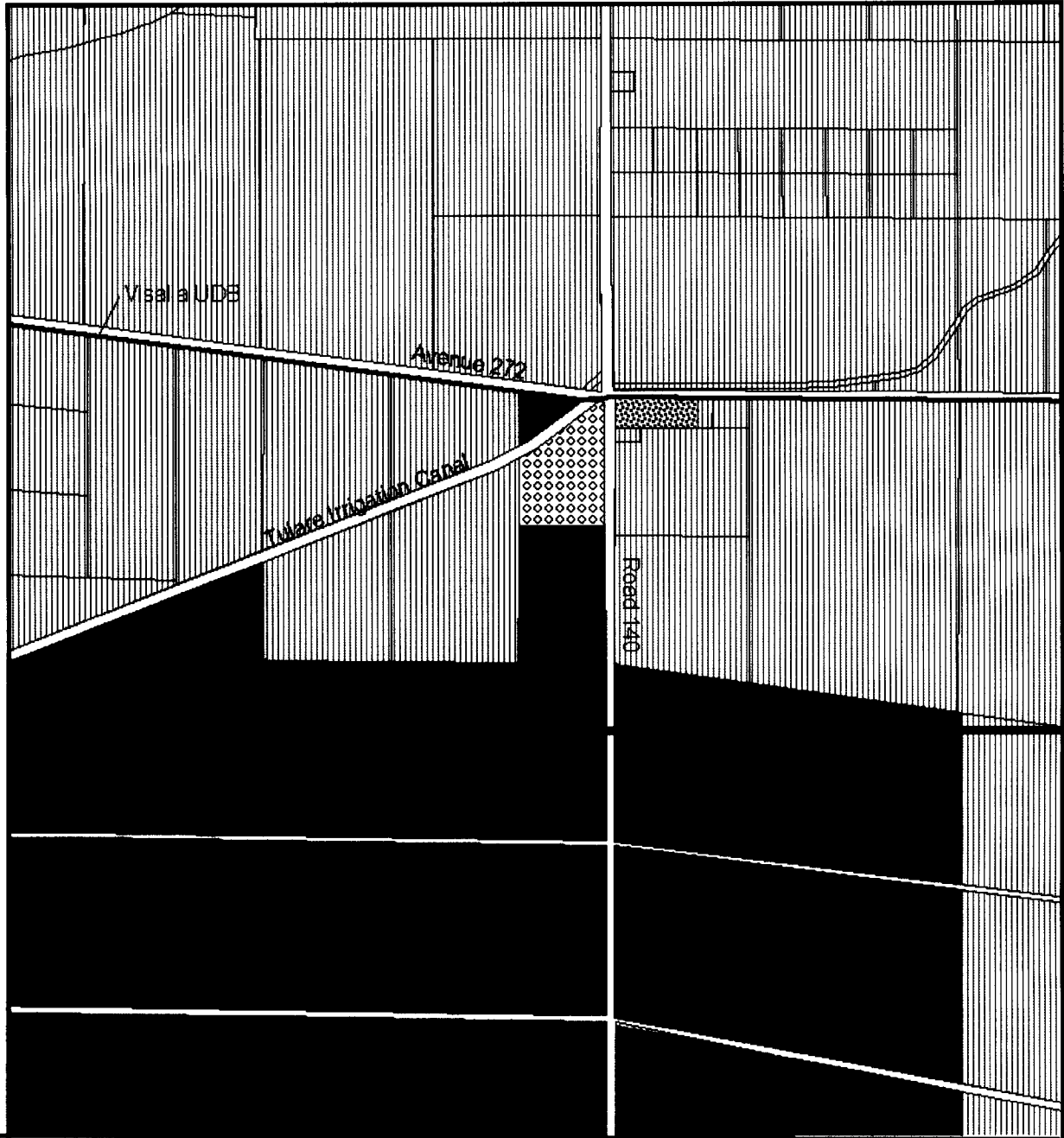










<ul style="list-style-type: none"><li> PZI07-008</li><li> UAB</li><li> UDB</li><li> Parcels</li></ul>	<p>Aerial PZI 07-008 Visalia Moose Lodge/Visalia</p>	<p>N</p>  <p>0.25 0 0.25 0.5 Miles</p> 
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# Map Exhibit B

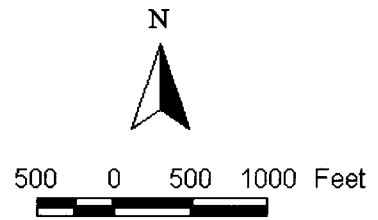


# Map Exhibit C

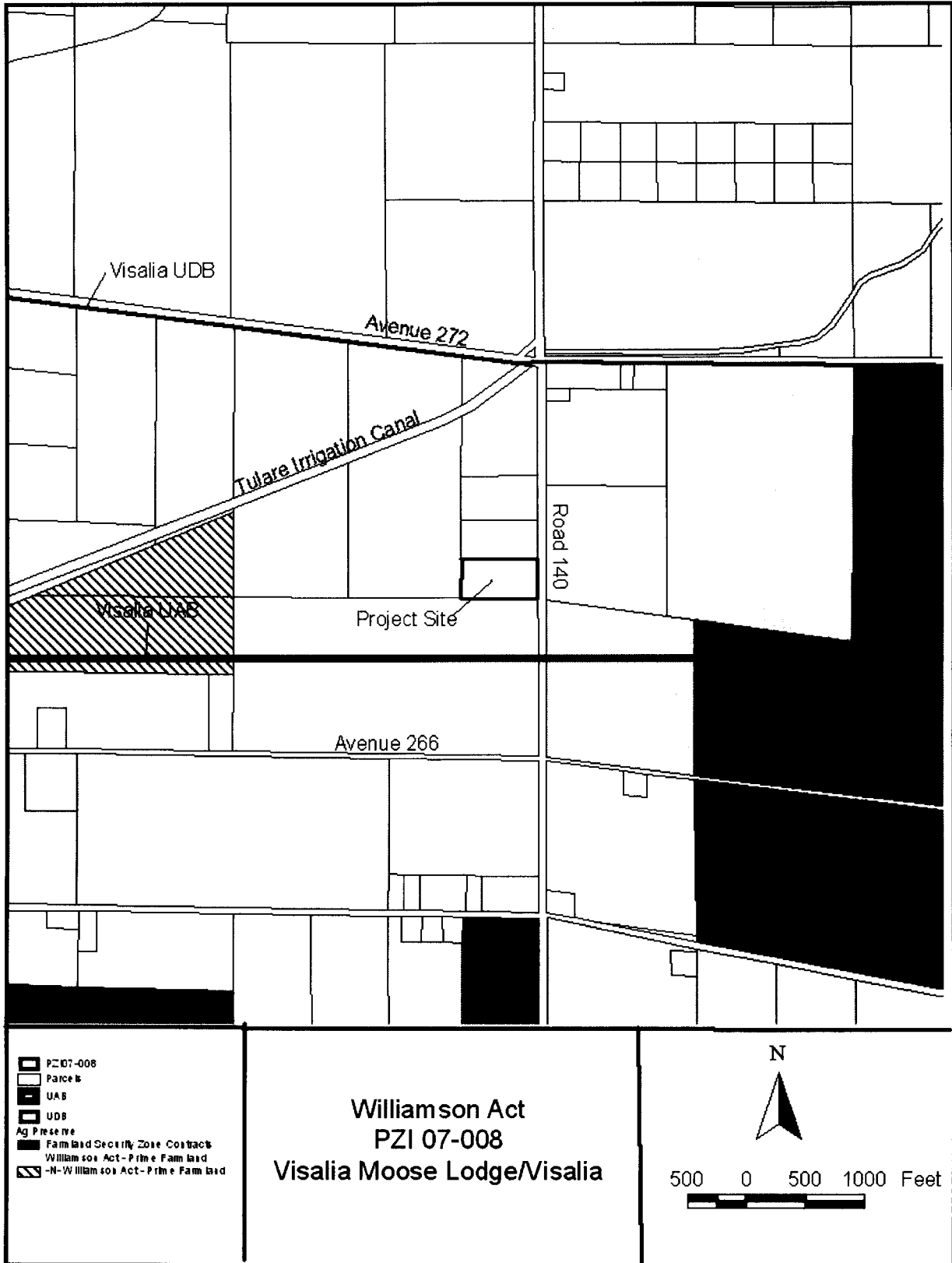


-  Parcels
-  UDB
-  UAB
-  PZI07-008
- Zoning
-  AE-20
-  AE-40
-  M-1
-  PD-M-1

Zoning View  
PZI 07-008  
Visalia Moose Lodge/Visalia

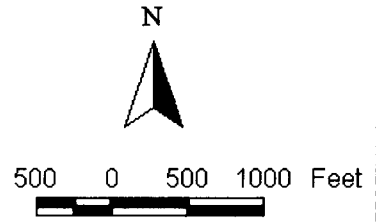


# Map Exhibit D

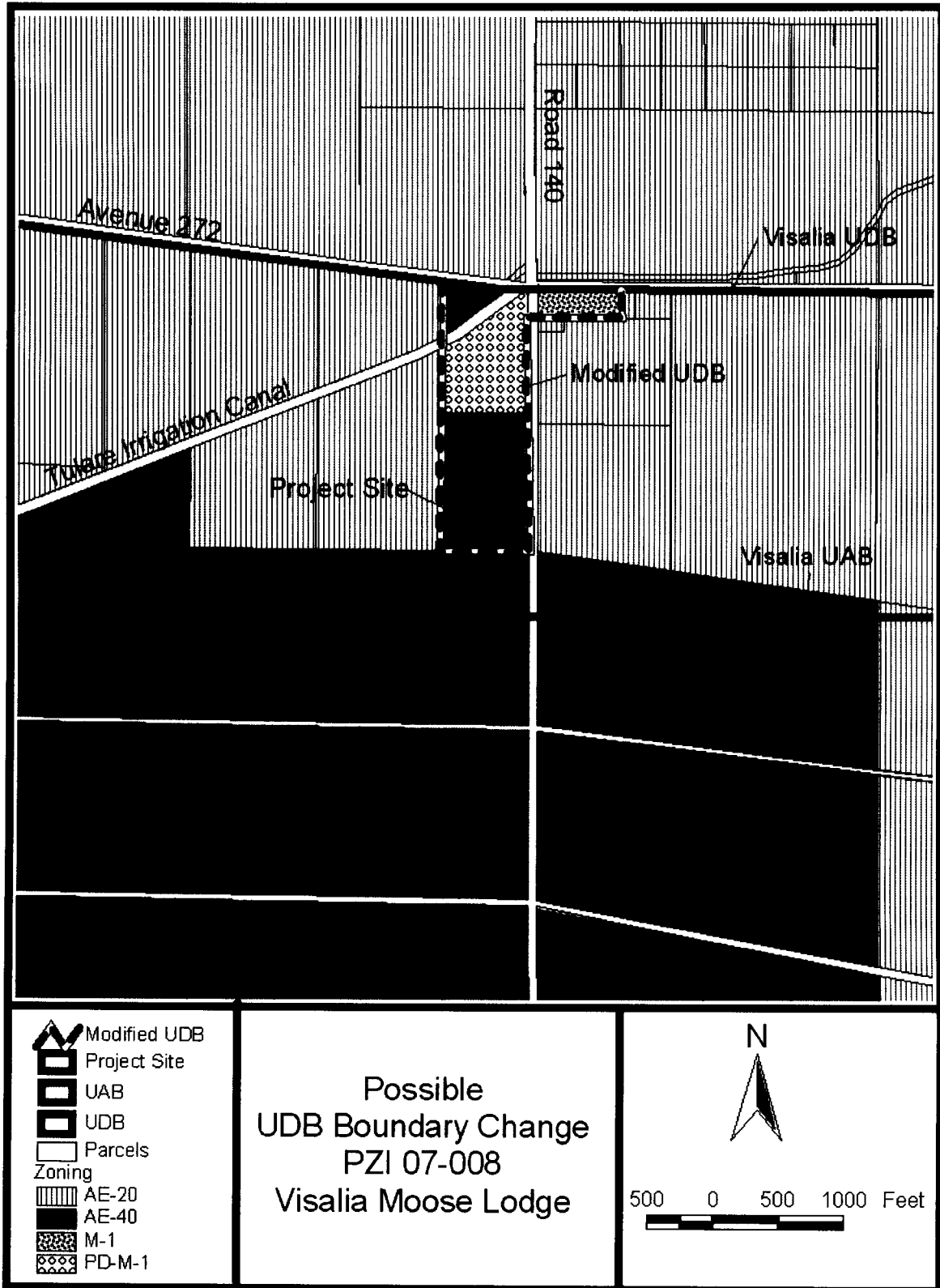


- PZI 07-008
- Parcels
- UAB
- UDB
- Ag Preserve
- Farmland Security Zone Contracts
- Williamson Act - Prime Farmland
- N- Williamson Act - Prime Farmland

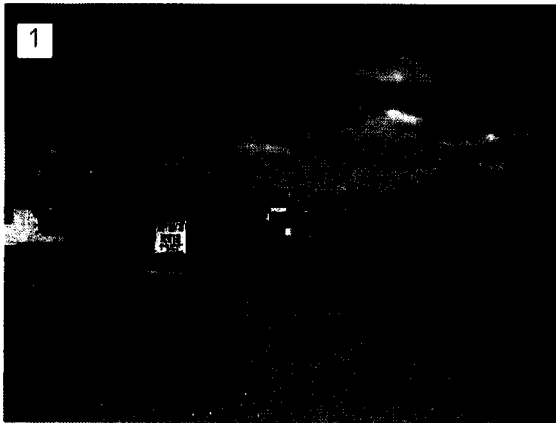
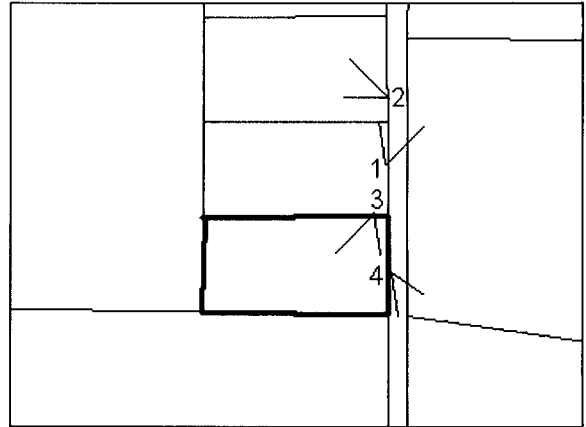
Williamson Act  
PZI 07-008  
Visalia Moose Lodge/Visalia



# Map Exhibit E



# Map Exhibit F



PZI-07-008 Moose Lodge  
Site Photos

**EXHIBIT B:  
INITIAL CONSULTATION LETTER**



# RESOURCE MANAGEMENT AGENCY

5961 SOUTH MOONEY BLVD.  
VISALIA, CA. 93277  
PHONE (559) 733-6291  
FAX (559) 730-2653

Britt L. Fussel	Engineering
William Hayter	Comm & Dev Services
Jean P. Brou	Transportation
George Finney	Planning
Hal Cypert	Support Services
Roger Hunt	Administrative Services

HENRY HASH, DIRECTOR

MICHAEL D. ELLZEY, ASSOCIATE DIRECTOR

September 10, 2007

Tulare Co. HHS - Environmental Health	Supervisor Ishida
Tulare Co. RMA - Engineering Div.	Tulare Co. Fire Dept.
Tulare Co. RMA - Planning Div.	San Joaquin Valley Air Pollution
Tulare County Planning Commission	City of Visalia
Tulare Irrigation District	Caltrans

RE: Zoning Initiation PZI 07-008/Moose Lodge/Visalia

Enclosed is a copy of a request to initiate a Zoning Amendment by Mr. Richard Milligan, representing the Visalia Moose Lodge. The request is a change of the Zone designation of Assessors Parcel Number 126-150-016, from Exclusive Agriculture - 40 acre minimum (AE-40) to General Commercial (C-2). The land use designation for the site is Agriculture and within the Visalia Urban Area Boundary, but outside the Urban Development Boundary. The proposal is for a fraternal lodge including liquor license and food services. The site is located south of the City of Visalia and Caldwell Ave, on Road 140.

Please review this proposal and provide any comments and/or recommendations that you feel are appropriate including any scientific or factual information that would be useful in our evaluation.

This stage of the proposal is a request to authorize the applicant to submit an application for a Zoning Amendment. If so authorized, a formal environmental review consultation will be sent to all interested agencies.

The request is anticipated to be heard before the Board of Supervisors on Tuesday, November 27, 2007 at 2400 West Burrel Avenue, Visalia, CA.

All comments must be received by our office by **October 12, 2007** in order to be included in the packet for review by the Board of Supervisors prior to their meeting. All other correspondence with substantial comment will be presented at the meeting.

Sincerely,

Robert Hernandez, Project Planner  
Countywide Division

cc: GF, TS, BC, RG, Applicant



YL+  
21 07-008  
29 Aug 2007  
Ch# 9209  
REC# R0705583  
Amt \$ 998.00

August 28, 2007

GEORGE FINNI  
DIRECTOR OF PLANNING, RMA  
TULARE COUNTY RESOURCE MANAGEMENT AGENCY  
5961 South Mooney Blvd.  
Visalia, CA 93277

Re: Visalia Moose Lodge #546, Loyal Order of Moose, Inc.  
APN 126-150-016

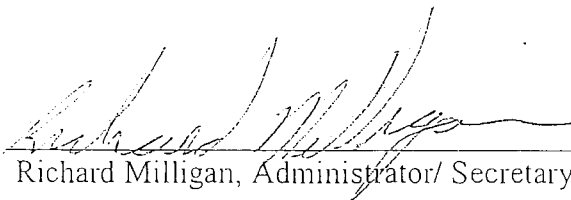
Dear Mr. Finni:

As property owners or persons authorized to represent the property owners, we wish to request that you review the property information for Assessor's Parcel Number 126-150-016 and give a written determination as to the acceptability of changing the existing zoning of said parcel from AE-40 to C2. The parcel is in the Urban Development Boundary; however, the requested Zone Change will not interfere with future planning.

The Zone Change would be to allow a fraternal lodge including liquor license and food service. If the Zone Change is acceptable, we will proceed with the process. If it is not possible, the Lodge will look for a more suitable site. It is important that we receive an answer as soon as possible.

Thank you for your time and consideration.

Visalia Moose Lodge #546, Loyal Order of Moose, Inc.

By:   
Richard Milligan, Administrator/ Secretary



VISALIA MOOSE  
FAMILY CENTER NO 546  
5280 E0 FAIRWAY  
VISALIA, CA 93277  
PHONE (559) 733-7644

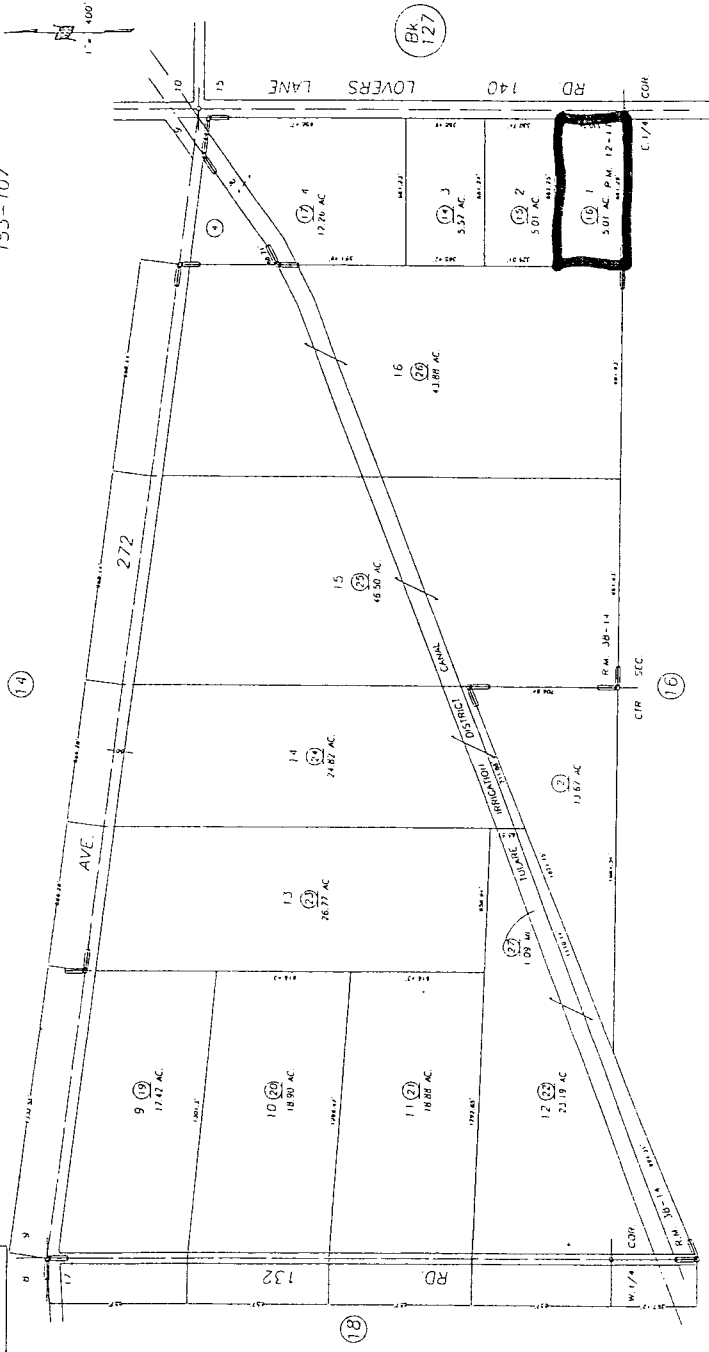
RECEIVED  
TULARE COUNTY  
AUG 29 2007  
RESOURCE  
MANAGEMENT  
AGENCY

ADMINISTRATOR  
CALL (800) 757-6130

FOR: FRL SECTION 16, T.19S., R.25E., M.D.B. & M.  
 Tax Area Code 126-15  
 145-005  
 153-105  
 153-107

FOR: FRL SECTION 16, T.19S., R.25E., M.D.B. & M.

**DISCLAIMER**  
 THIS MAP WAS PREPARED FOR LOCAL GOVERNMENT PURPOSES AND THE LOCAL GOVERNMENT HAS NOT CONDUCTED A FIELD SURVEY OF THE PARCELS SHOWN. LOCAL GOVERNMENTS ARE NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION SHOWN ON THIS MAP.



REVISION DATE BY  
 2/15/84

FOR PARCEL MAP 985, P.M. 10-85  
 FOR RECORD OF SURVEY (SEC. 16), L.S. 2-10  
 PARCEL MAP 1110, P.M. 12-11  
 FOR TRACT NO. 728, R.M. 38-14

ASSESSOR'S MAPS BK. 126, PG. 15.  
 COUNTY OF TULARE, CALIF.

NOTE: Assessor's Block Numbers Shown in Ellipses  
 Assessor's Parcel Numbers Shown in Circles

99/000

**EXHIBIT C:  
COMMENT LETTERS**



October 11, 2007

Robert Hernandez, Project Planner  
Tulare County Resource Management Agency  
5961 South Mooney Boulevard  
Visalia, CA 93277-9394

RE: Zoning Initiation PZI 07-008/Moose Lodge/Visalia

Dear Mr. Hernandez:

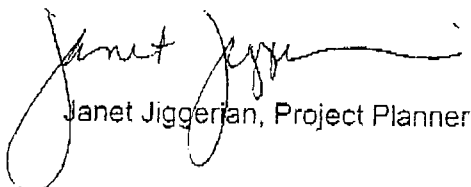
Thank you for the opportunity to review this request to initiate a Zoning Amendment from Exclusive Agriculture – 40 acre minimum (AE-40) to General Commercial (C-2). The area proposed for reclassification is an undeveloped, five-acre parcel located on the east side of Road 140 (Lovers Lane), south of Avenue 272. The purpose of the reclassification is to allow the establishment of a fraternal lodge including liquor and food services.

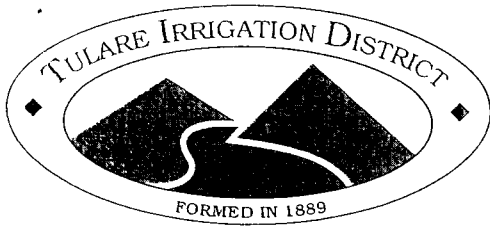
The site is located within the City's adopted Urban Area Boundary (UAB) but outside the 165,000 Urban Development Boundary (UDB). Both the City of Visalia and County of Tulare General Plan - Land Use Elements designate this property as "Agriculture". The use of an "Agricultural" designation within an Urban Area Boundary but outside Urban Development Boundaries is intended to act as a "holding" area until the city expands. Development is not to be encouraged in these areas due to lack of urban services. The City of Visalia is not ready to expand urban development into this portion of the City's adopted UAB. Further, this area does not have the necessary range of urban services at this time to accommodate urban growth. Therefore, this proposal is inconsistent with urban boundaries policies contained in our respective general plans.

The City of Visalia opposes the re-designation of vacant land for general commercial uses in this portion of Visalia's Urban Area Boundary. There is an adequate supply of commercially zoned properties located within the City's UDB to accommodate private clubs and lodges, such as the proposed use. Development within the UDB provides an assurance that adequate urban services are available.

If you have any questions on the comments contained herein, please contact Janet Jiggerian at 559-713-4348 or [jjiggerian@ci.visalia.ca.us](mailto:jjiggerian@ci.visalia.ca.us)

Sincerely,

  
Janet Jiggerian, Project Planner



# TULARE IRRIGATION DISTRICT

1350 West San Joaquin Avenue • Tulare, California 93274 • Telephone (559) 686-3425

September 18, 2007  
RECEIVED  
TULARE COUNTY

SEP 19 2007

RESOURCE  
MANAGEMENT  
AGENCY

Robert Hernandez  
Tulare County Resource Management Agency  
5961 S. Mooney Boulevard  
Visalia, CA 93277-9394

Subject: Zoning Initiation PZI 07-008/Moose Lodge/Visalia

To Whom It May Concern:

Tulare Irrigation District operates and maintains the Tulare Irrigation Canal and Evans Ditch on behalf of the Tulare Irrigation Company and Evans Ditch Company respectively. In regards to the above subject project, both companies do not have any facilities that are impacted.

The District appreciates your cooperation in including us in the review process. Please contact us if you have any questions or comments.

Sincerely,

Aaron Fukuda  
District Engineer



**Tulare County  
Health & Human Services Agency**

John Davis, Agency Director  
Ray Bullick, Director - Health Services Department

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**Health Services Department** ■ Larry Dwoskin, Director ■ Environmental Health Services

October 3, 2007

ROBERT HERNANDEZ  
RESOURCE MANAGEMENT AGENCY  
5961 S MOONEY BLVD  
VISALIA CA 93277

Re: PZI 07-008 – Moose Lodge #546 - Visalia

Dear Mr. Hernandez:

This office has reviewed the above referenced matter. Based upon our review, we offer the following conditions with this project:

1. The proposed water system will be regulated as a Transient Non Community Public Water system by the Tulare County Environmental Health Services Division (TCEHSD). Applicant shall secure a Permit to Operate and perform all required analyses of this water system prior to the final of the building by the Resource Management Agency (RMA).
2. This facility is subject to the permit requirements set forth in the California Retail Food Code. Applicant shall submit two (2) complete sets of building plans to the TCEHSD prior to issuance of any building permits.

Sincerely,

A handwritten signature in cursive script that reads "Sabine T. Geaney".

Sabine T. Geaney  
Environmental Health Specialist III  
Environmental Health Services Division

STG:jp

# RESOURCE MANAGEMENT AGENCY



## INTEROFFICE MEMORANDUM

---

September 14, 2007

**TO:** Robert Hernandez, Project Planner  
**FROM:** Al Miller, Tulare County Fire Inspector  
**SUBJECT:** Case No. PZI 07-008

The Fire Department submits the following recommendations in response to this item.

1. Provide unrestricted fire department access for emergency response.
2. Provide Fire Flow in accordance with the Tulare County Improvement Standards for One and Two Family Dwellings.
3. Provisions for Fire and Life Safety are to be completed by applicant at the time of building permit and inspected by the Fire Warden prior to Final Fire Clearance.
4. All new construction, roadways and / or driveways shall comply with the Tulare County Fire Safe Regulations pertaining to driveways, gate entrances, defensible space, addresses identifying buildings, and Fire Safe Standards. All building permit applications shall be reviewed and approved by the Tulare County Fire Department prior to their issuance. All required improvements shall be completed prior to occupancy of the structure and prior to the issuance of occupancy permits.

If you have any questions please call Al Miller at 733-6291 extension 4105.

ARM:mf

cc: Dave Dean  
File

## **Instructions For Filing Application For General Plan Amendment**

Board of Supervisors Resolution No. 83-1693, as amended, requires an initial Filing Fee of \$4,328.00 to be paid at the time of filing an application for General Plan Amendment. Not that if the application is filed concurrently with a change of zone application, no separate rezoning fee is required. In such cases, the actual cost of processing the rezoning are computed as a part of the fee for the general plan amendment. Following completion of the Plan Amendment by the Development Services Division staff and before it is submitted to the Planning Commission for action, the Agency will bill the applicant for the actual costs of preparing the General Plan Amendment in excess of \$4,328 plus 10% of the actual cost and shall pay the cost thereof. The additional 10% is intended to cover the cost of hearings before the Planning Commission and Board of Supervisors and preparing the final plan document and other materials needed to complete the General Plan Amendment. No action to approve the General Plan Amendment can be taken until the cost of the General Plan Amendment is paid. Staff will advise the applicant and wait for receipt of payment before proceeding to set the matter for hearing before the Planning Commission.

The Applicant For General Plan Amendment must be filled out completely with full answers to each question. The application must be signed by at one property owner of the property within the area to be included in the Plan Amendment.

General Plan Map(s) must be clear and accurately drawn of suitable size showing the dimensions of the area, its location with respect to adjacent str