

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: TLMA - Planning Department

SUBMITTAL DATE:
August 16, 2012

SUBJECT: Initiation of Amendment to Ordinance No. 348 to Establish a Zoning Overlay in the Lower Coachella Valley Zoning District.

RECOMMENDED MOTION:

1. Adopt an order initiating an amendment to Ordinance No. 348 to establish a zoning overlay on specified lots in the Lower Coachella Valley Zoning District and Eastern Coachella Valley Area Plan for existing residential mobilehome uses.
2. Direct the Planning Department and County Counsel to prepare and process the ordinance amendment

Carolyn Syms Luma

Carolyn Syms Luma
Planning Director

Initials:
CSL:ar

(continued on the attached page)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 61,320	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/2013

SOURCE OF FUNDS: EDA Department Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Tina Grande*
Tina Grande

County Executive Office Signature

REVIEWED BY EXECUTIVE OFFICE
 DATE _____ Tina Grande
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: *Michelle Clack* 8/16/12
 MICHELLE CLACK DATE

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref. | **District:** 4th | **Agenda Number:** 3.96

The Honorable Board of Supervisors

RE: Initiation of Amendment to Ordinance No. 348 to Establish a Zoning Overlay in the Lower Coachella Valley Zoning District

Page 2 of 3

BACKGROUND:

The proliferation of substandard, un-permitted mobilehome parks in the Lower Coachella Valley is a public health, safety and welfare concern. Generally, these "mobilehome parks" are not parks wherein spaces are rented or held out for lease but are in fact, parks in which multiple members and generations of one family jointly own the lot and family members live in multiple mobilehome units on the lot without permits. The Transportation and Land Management Agency (TLMA) has identified approximately fifty properties in this region that do not meet basic code requirements intended to protect the public health, safety, and welfare of residents of the County. The number of mobilehome units on each of the approximately fifty lots range from 5 to 20 units and each lot contains multiple health and safety concerns. The County of Riverside is unable to issue permits for basic health and safety concerns, such as electrical, sanitation, water, fire, and access due to the unpermitted land uses that occur on the identified lots.

Given Riverside County's growing population, the housing crisis, the current countywide economic downturn, and the need for accessible low income housing, especially in the agricultural areas of the Lower Coachella Valley, there is a need for an overlay zone in the Lower Coachella Valley to address the substandard conditions of these lots so as to ensure that the existing mobilehomes meet basic health and safety standards while recognizing the agricultural and communal lifestyle of residents of the Coachella Valley.

The Planning Department, in conjunction with County Counsel, the Department of Building & Safety, the Economic Development Agency and the Code Enforcement Department propose to amend Ordinance No. 348 to establish a zoning overlay in the Lower Coachella Valley Zoning District and Eastern Coachella Valley Area Plan that will only affect the properties identified in the zoning overlay. The zoning overlay will set forth basic requirements, such as location in an agricultural zoning classification; all owners of the lot must be listed on the deed; at least two of the owners must reside on the lot; and no mobilehome unit on the lot can be held out for rent or lease. The zoning overlay will allow, with building permits, a certain number of mobilehomes contained on the lots, specified in the zoning overlay, to be permitted under their current zone and will provide for permits and procedures in which the public health, safety and welfare concerns regarding water, waste disposal, electrical, adequate fire access, and adequate legal access can be resolved through the permit process and procedures. The intent of the zoning overlay is to allow a specified number of existing mobilehome units to remain on the lots identified in their current zone and authorize these units as legally zoned for a temporary period of time. This will allow the residents to apply for and obtain the necessary permits to rectify the public safety and welfare concerns that pertain to these lots.

The lack of affordable housing opportunities within the Lower Coachella Valley is a focus of advocacy from many groups within the Coachella Valley. Many groups have particular insight into the concerns of substandard housing and because of this insight and influence within the community County staff will work to engage select members of the community as stakeholders in the development of this Zoning Overlay process. Such members will be selected by the 4th District Supervisorial Office to work with staff to develop the most cost effective process possible under the proposed Overlay.

The Honorable Board of Supervisors

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Page 3 of 3

FISCAL:

Board Policy A-67 requires the development of a fiscal analysis to determine the appropriate level and appropriation of funding required for an ordinance amendment. Planning staff has prepared the attached scope of services and proposed budget necessary to establish the overlay zone as described herein. The overlay zone would provide a set of minimum standards to protect the public health, safety, and welfare. The proposed scope includes the completion of an overlay zone staff time, and review for site inspection and research; agency coordination; public outreach and public hearings; and final Board action. Planning staff estimates a timeframe of 6 months at a proposed cost of \$61,320. The scope of services, project timeline, and fee schedule is attached for reference.

Multiple Owner Group (M.O.G.) - DRAFT
Transportation and Land Management Agency
Fiscal Year 2012-2-13

PROJECT TIMELINE/BUDGET (Multiple Owner Group)

Tasks	Project Description	Budget Information			
Task Number	Services Provided	Responsible Party	Total Hours	Rate/Hour	Total Cost
I Board of Supervisors Order to Initiation					
1.1		Planning/County Counsel			0
II Staff Review and Research					
2.1	Planning will conduct research on 52 lots, previously identified, with moderate to severe code violations that qualify for the M.O.G.	Planning	73 hours	\$187.00	\$13,651.00
2.2	Building & Safety to review site inspection evidence gathered by Code Enforcement and Planning Departments	Planning/Building & Safety	52 hours	185.50 (avg.)	\$9,646.00
2.3	Technical Coordination/Administrative Support	Planning	5 hours	\$97.00	\$485.00
III Coordination with external agencies					
3.1	The results of the site inspections, including information gathered on permit and structure data, will be reviewed assessed by County staff and determination of permits and code compliance for each property will be assessed.	Planning/Building & Safety	40 hours	185.50 (avg.)	\$7,420.00
3.2	Spatial analysis of inspected properties and compilation of necessary permits, code items, and assessors data	RCIT	10 hours	\$107.00	\$1,070.00
IV Public Meetings/Outreach					
4.1	Planning and County Counsel Staff will conduct public outreach meetings with property owners of current facilities and advocacy groups	Planning/Counsel	10 hours each	\$187.00/\$143.18	\$3,301.80
V Drafting Ordinance, Regulations, Development					
5.1	Establish an overlay zone for all existing properties with meets and bounds description	RCIT	30 hours	\$107.00	\$3,210.00
5.2	Pre-Ordinance Draft coordination meetings	Planning/Counsel/B&S	6 hours each	\$187.00/\$143.18/\$186.00	\$3,097.08
5.3	Drafting Ordinance, Regulations, Development Standards	Planning/Counsel	8 hours/40 hours	\$187.00/\$143.18	\$7,223.20
5.4	Post-Ordinance Draft coordination meeting	Planning/Counsel/B&S	6 hours each	\$187.00/\$143.18/\$186.00	\$3,097.08
VI Planning Commission Public Hearing Process					
6.1	Planning Commission Publications, Staff Report and Meeting Preparation, and Environmental Documentation	Planning	5 hours	\$187.00	\$935.00
6.2	County Counsel Review of Staff Report Documents and Final Draft or Ordinance	County Counsel	5 hours	\$143.18	\$715.90
6.3	Planning Staff Attendance	Planning	5 hours	\$187.00	\$935.00
6.4	County Counsel Attendance	County Counsel	5 hours	\$143.18	\$715.90
VII Board of Supervisors Public Hearing					
7.1	Board of Supervisors Staff Report and Meeting Preparation and Preparation of CEQA Documents	Planning	5 hours	\$187.00	\$935.00
7.2	County Counsel Review of Form 11 Staff Report, Final Ordinance Formatting, and Review of CEQA Documents	County Counsel	5 hours	\$143.10	\$715.90
7.3	Planning Staff Attendance	Planning	2 hours	\$187.00	\$374.00
7.4	County Counsel Attendance	County Counsel	2 hours	\$143.18	\$286.36
7.5	Technical Coordination/Administrative Support	Planning	5 hours	\$97.00	\$485.00
VIII Final Board Action					
8.1	Preparation of Final Legislative Documents	County Counsel	2 hours	\$143.18	\$286.36
8.2	Review of Final Legislative Documents	Planning	2 hours	\$187.00	\$374.00
Sub-Total					\$59,245.22
Plus 3% for Contingency					\$1,777.36
Total (+/-)					\$61,022.58