



Gateway to the Redwoods

CITY OF WILLITS

COMMUNITY DEVELOPMENT DEPARTMENT

111 E COMMERCIAL STREET, WILLITS CA 95490 • PHONE: (707) 459-7112 • FAX: (707) 459-1562

GENERAL PLAN AMENDMENT

The Willits General Plan is a document which reflects the community's goals, policies and objectives to guide the future of the City. All zoning, permits, capital improvements projects – in short, any land use decision – must be consistent with the General Plan. The Plan itself must be internally consistent. A proposed land use which is not consistent with the General Plan will not be approved. The General Plan, can, however, be amended as many as four times each year in order to accommodate changes. But any amendment to the General Plan must be supported by findings that clearly demonstrate that it will not affect the overall integrity and internal consistency of the Plan. It must be beneficial to the community as a whole, not just to the applicants.

STEP 1: APPLICATION

The applicant must submit an application for a General Plan Amendment before the City commences formal review of the project. An application includes the following:

1. 2 copies of the General Plan Amendment application form including a description of the project/proposed uses
2. Filing Fee
3. 2 copies of a Vicinity Map (showing area in relationship to surrounding parcels and land use zones)
4. Environmental Information Form
5. 2 copies of the Site Plan (NOTE: See attached example describing Site Plan. IT IS RECOMMENDED THAT THE APPLICANT SUBMITS 1 COPY FOR STAFF TO REVIEW FOR COMPLETENESS BEFORE SUBMITTING THE REQUIRED MULTIPLE COPIES.)

STEP 2: REVIEW FOR COMPLETENESS

Staff will review the application for completeness. If the application is incomplete, the applicant will be notified of the deficiencies and no further action will be taken until a complete application is submitted. Once the application is deemed complete, it will be scheduled for review by the City Technical Advisory Committee (TAC).

STEP 3: ENVIRONMENTAL REVIEW

All projects needing discretionary permits require environmental review as mandated by the California Environmental Quality Act CEQA. The purpose of the Environmental Review is to 1) determine the effect of the project on the environment; 2) inform the decision makers and the public of the environmental impacts; 3) identifies ways which can be avoided; and 4) disclose to the public why a project causing significant impacts was approved.

The environmental coordinator conducts an Initial Study to make the necessary findings. Based on the Initial Study the environmental coordinator will prepare a Negative Declaration for projects which have no significant adverse impact on the environment. One of several actions may be appropriate for projects which have or may have significant adverse environmental impacts:

1. Preparation and adoption of an **Environmental Impact Report (EIR)** for the proposed project;
2. Adoption of a **Previously Certified EIR** which sufficiently documents the environmental impacts of the proposed project;
3. Preparation of a **Mitigated Negative Declaration**: Revisions to the project plan which incorporate mitigation measures which would avoid a potential significant adverse impact or to reduce it to a level of insignificance; or
4. Preparation of **Addition Studies** to augment the Initial Study for specific potential impacts. (A Negative Declaration or an EIR must then be prepared.)

Applicants should be prepared to provide additional environmental information upon request. Delay in providing such information will cause delay of the environmental review and action on the project. Please see the brochure for Environmental Review for further details.

STEP 4: TAC REVIEW OF PROJECT

The TAC reviews the project for engineering, fire, police, water, sewer, building, legal, fiscal, environmental, planning and zoning aspects to make certain that the project complies with city, county, state and federal regulations and codes. Staff will make a recommendation to the Planning Commission of the TAC's findings.

STEP 5: PLANNING COMMISSION NOTICE AND HEARING

At least 10 days (minimum of 21 days if subject to environmental review) prior to a public hearing before the Planning Commission, a Notice of the public hearing is 1) printed in a newspaper of general circulation, 2) mailed to all property owners within 300 feet of the site undergoing review, and 3) posted at prominent locations around the site. The Planning Commission will hear and consider staff recommendations and testimony from interested persons who wish to comment on the project.

STEP 6: PLANNING COMMISSION RECOMMENDATION

The Planning Commission will act by approving (with conditions, if necessary), denying or continuing the project for further study. The Planning Commission must find that the General Plan Amendment is 1) internally consistent with the General Plan; 2) and compatible with the character and quality of the surrounding uses and zones; 3) not detrimental to public health, safety and general welfare of the people; 4) beneficial to the community as a whole; 5) not “spot planning”, and 6) makes efficient use of existing City services and infrastructure. The Planning Commission must also recommend approval of a Negative Declaration or an EIR before acting on the General Plan Amendment. The Planning Commission decision is a recommendation.

STEP 7: CITY COUNCIL ACTION

Within 30 days after the hearing, City Council will Act by affirming, reversing or modifying the decision of the Planning Commission. Or, City Council may refer the issue back to the Planning Commission for further consideration, including directions to obtain additional information. City Council must make the same findings as the Planning Commission in Step 6. If City Council approves the General Plan Amendment, it shall pass a resolution which amends the current City General Plan. The General Plan Amendment will become effective 30 days following passage of the Ordinance. City Council decision is the final City decision. Final City decisions may be appealed in County Court.



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APPLICATION FOR A GENERAL PLAN AMENDMENT

THE UNDERSIGNED HEREBY APPLIES FOR A GENERAL PLAN AMENDMENT IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL CODE OF THE CITY OF WILLITS, AND SUBMITS THE FOLLOWING FOR CONSIDERATION:

1. Property owner: _____
Applicant (if different than owner): _____
Street Address _____
2. Existing land use designation: _____
3. That public necessity and convenience and the general welfare require a General Plan Amendment of said property to a _____ Designation or that a Text Amendment be considered for the following described reasons: _____

a. Proposed Land Use Designation and reason for request: _____

b. Proposed Text Amendment and reason for request: _____

6. I, the undersigned, depose and say that I am the applicant for the action requested above, that the owner of the above described property approves this application, and that the foregoing statement and answers herein made and all data, information and evidence submitted herewith are in all respects, to the best of my knowledge and belief, true and correct. I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS A TRUE AND CORRECT ANSWER.

SIGNATURE OF APPLICANT _____

MAILING ADDRESS _____ PHONE _____

SIGNED THIS _____ DAY OF _____, 20 _____

CONSENT OF OWNER

I, we, _____, owner(s) of the above described property, has/have familiarized myself/ourselves with the above application, and I/we hereby give my/our consent to the applicant(s) as requested in the above application.

SIGNED:

(Owner)

(Owner)

(Address)

(Address)

(Date)

(Date)