



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

October 25, 2022

SUBJECT: Consideration to approve the Task Order #4 with Raney Planning and Management to process the Pottery World and Avoca Orchards Annexation Project.

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Staff recommends that the Wheatland City Council approve the attached Task Order #4 with Raney Planning and Management Inc. for the processing of the Pottery World and Avoca Orchards Annexation Project and direct the City Manager to sign.

Background

The 140-acre project area consists of two project sites: the approximately 30-acre Pottery World project site and the 110-acre Avoca Orchards project site.

Pottery World Project Site

The Pottery World project site is located at 2090 State Route (SR) 65. The approximately 30-acre project site (APN 015-100-053) is currently vacant agricultural land and surrounding existing uses include the Plumes Brophy Fire Department and agricultural land to the north; agricultural land and rural residences to the west, across Lewis Road; SR 65, Union Pacific Railroad (UPRR) tracks, agricultural land, and rural residences to the east; and the Avoca Orchards project site, agricultural land, and single-family residences to the south. The project site is located outside the current Wheatland city limits. The project site is included in the City of Wheatland Sphere of Influence. The City of Wheatland General Plan designates APN 015-100-053 as Urban Reserve (UR). The project site is zoned Agriculture Exclusive – 40 Acre Minimum (AE-40) within Yuba County.

Avoca Orchards Project Site

The Avoca Orchards project site is located east of Lewis Road, south of Dry Creek, and west of SR 65. The approximately 110-acre project site (APNs 015-100-061, -084 and -089) is planted with orchards and surrounding existing uses include the Pottery World site to the north; agricultural land and single-family residences to the east; and agricultural land and rural

residences to the west and south. The project site is located outside the current Wheatland city limits. The project site is included in the City of Wheatland General Plan and Sphere of Influence. The City of Wheatland General Plan designates the site as Low Density Residential (LDR), Low-Medium Density Residential (LMDR), and Medium Density Residential (MDR). The project site is zoned AE-40 within Yuba County.

The proposed project does not include any development at this time and the proposed project would require the below entitlements:

- Initial Study/Mitigated Negative Declaration;
- Annexation from Yuba County into the City of Wheatland;
- General Plan Amendment from UR to Employment (E); and
- Pre-Zone from AE-40 to Residential Single-Family (R-1), Two-Family Residential (R-2, and Light Industrial District (M-1).

Discussion

The attached Task Order authorizes Raney Planning and Management Inc. (the consultant) to perform the necessary tasks to process the Pottery World and Avoca Orchards Annexation Project (proposed project). Please see Attachment 2 for a detailed scope of work.

Proposed Project Tasks

1. Project Initiation
2. Planning Services
3. Environmental Services
4. Project Management

Fiscal Impact

None. Project will be entirely funded by the project applicants.

Conclusion

Based on the information contained in the staff report, staff recommends that the Wheatland City Council approve the attached Task Order, authorizing Raney Planning and Management Inc. for the processing of the Pottery World and Avoca Orchards Annexation Project and direct the City Manager to sign.

Attachments

1. Consultant Task Order
2. Project Scope of Work
3. Project Vicinity Map

TASK ORDER #4

Pottery World/Avoca Orchards Annexation, General Plan, and Pre-Zone Project IS/MND and Planning Services

Date: October 25, 2022

Owner: City of Wheatland
Jim Goodwin
111 C Street, Wheatland, CA 95692
igoodwin@wheatland.ca.gov

Consultant: Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834
(916) 372-6100
timraney@raneymanagement.com
Tim Raney, President

Original Project Contract: Wheatland Planning Services Contract (May 16, 2022)

Project Funding Source: Project Applicant

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

Fee (Not to Exceed): \$37,665

Scope:

Please see Attachment A for a complete scope of work.

Raney will complete the following tasks to provide planning and environmental services for the Pottery World/Avoca Orchards Annexation, General Plan Amendment, and Pre-Zone Project.

1. Project Initiation;
2. Planning Services
 - a. Application Review;
 - b. Agency Coordination (including preparation of AB 52/SB 18 letters);
 - c. Preparation of Staff Reports, Findings, Resolutions, and Ordinances; and
 - d. Preparation of Public Noticing.
3. Environmental Services
 - a. Preparation of Administrative Draft IS/MND;
 - b. Preparation of Public Review IS/MND;

- c. Preparation of MMRP; and
 - d. Response to Comments.
4. Attend Meetings and Hearings.

Payment and Invoicing Procedures

Invoicing and Payment is per Professional Services Agreement executed on May 16, 2022.

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

City of Wheatland

Dated: _____

Title: City Manager

Print Name: Jim Goodwin

Signature: _____

Consultant: _____

Dated: _____

Title: _____

Print Name: _____

Signature: _____

ATTACHMENT 2

SCOPE OF WORK POTTERY WORLD/AVOCA ORCHARDS ANNEXATION, GENERAL PLAN AMENDMENT, AND PRE-ZONE PROJECT

Please find below Raney's scope of work, schedule, and budget for the Pottery World/Avoca Orchards Annexation, General Plan Amendment, and Pre-Zone project.

PROJECT UNDERSTANDING

The 140-acre project area consists of two project sites: the approximately 30-acre Pottery World project site and the 110-acre Avoca Orchards project site. Each site is discussed in more detail below.

Pottery World Project Site

The Pottery World project site is located at 2090 State Route (SR) 65 in the City of Wheatland, California. The approximately 30-acre project site (APN 015-100-053) is used as agricultural land and surrounding existing uses include the Plumes Brophy Fire Department and agricultural land to the north; agricultural land and rural residences to the west, across Lewis Road; SR 65, Union Pacific Railroad (UPRR) tracks, agricultural land, and rural residences to the east; and the Avoca Orchards project site, agricultural land, and single-family residences to the south. The project site is located outside of and directly north of the City of Wheatland city limits. The project site is included in the City of Wheatland General Plan and Sphere of Influence. The City of Wheatland General Plan designates APN 015-100-053 as Urban Reserve (UR). The project site is zoned Agriculture (AE-40) within Yuba County.

Avoca Orchards Project Site

The Avoca Orchards project site is located east of Lewis Road, south of Dry Creek, and west of SR 65 in the City of Wheatland, California. The approximately 110-acre project site (APNs 015-100-061, -084 and -089) is planted with orchards and surrounding existing uses include the Pottery World site to the north; agricultural land and single-family residences to the east; and agricultural land and rural residences to the west and south. The project site is located outside of and directly west of the City of Wheatland city limits. The project site is included in the City of Wheatland General Plan and Sphere of Influence. The City of Wheatland General Plan designates the site as Low Density Residential (LDR), Low-Medium Density Residential (LMDR), and Medium Density Residential (MDR). The project site is zoned AE-40 within Yuba County.

The Pottery World/Avoca Orchards project (proposed project) consists of the annexation of both sites (140 acres total) into the City of Wheatland. Annexation is ultimately subject to approval by Yuba Local Agency Formation Commission (LAFCo). The City will be responsible for approving a resolution authorizing the City to submit an application for annexation to Yuba LAFCo. Coordination with Yuba County LAFCo will be a separate process and is not included in this scope of work.

The Pottery World site will also require approval to amend the General Plan land use designation from UR to Employment, and Pre-Zone the project site with a City zoning designation of Light Industrial District (M-1). The Avoca Orchards site will require Pre-Zoning of the site with a City zoning designation of Residential Single-Family (R-1) and Two-Family Residential (R-2).

The proposed project does not include any development at this time. The requested entitlements for each project site are outlined below.

Pottery World Project Site Only Entitlements

- Annexation from Yuba County into the City of Wheatland;
- General Plan Amendment from UR to Employment; and
- Pre-Zone from AE-40 to M-1.

Avoca Orchards Site Only Entitlements

- Annexation from Yuba County into the City of Wheatland; and
- Pre-Zone from AE-40 to R-1 and R-2.

APPROACH

Raney’s approach to environmental and planning services is to act as an extension of City staff to review the application for completeness, assist with agency consultation, as well as staff reports and attending meetings. Raney will coordinate extensively with City Departments to ensure a complete a thorough review of the application.

Based on Raney’s preliminary analysis of the proposed project and conversations with the City, Raney proposes to prepare an IS/MND to analyze the potential environmental effects associated with the proposed project. The IS/MND will be prepared using the checklist contained in Appendix G of the CEQA Guidelines and the standard City of Wheatland format. Raney anticipates that the potential impacts will be less-than-significant; therefore, the appropriate CEQA document will be an IS/MND. Raney will work closely with City staff throughout the preparation of the IS/MND and determination of appropriate findings. The IS/MND will provide a discussion of the impacts related to implementation of the proposed project.

TECHNICAL SCOPE OF SERVICES

Raney proposes to perform the following tasks for the provision of environmental services and preparing the IS/MND for the proposed project:

TASK 1 PROJECT INITIATION/KICK-OFF MEETING	\$1,630
TASK 2 PLANNING SERVICES	\$10,500
Task 2.1 Application Review	\$4,645
Task 2.2 Agency Coordination (Including Preparation of AB 52/SB 18 Letters).....	\$2,030
Task 2.3 Staff Reports, Findings, and Resolutions.....	\$3,555
Task 2.4 Prepare Public Noticing	\$270

TASK 3 ENVIRONMENTAL SERVICES	\$11,700
Task 3.1 Prepare Administrative Draft IS/MND	\$7,460
Task 3.2 Prepare Public Review Draft IS/MND for City Release to the Public	\$2,705
Task 3.3 Prepare Mitigation Monitoring Reporting Program (MMRP).....	\$415
Task 3.4 Response to Comments.....	\$1,120

TASK 4 PROJECT MANAGEMENT AND MEETINGS.....\$12,900

ADDITIONAL EXPENSES.....\$9,135

Printing/Copying/Travel/Postage/Etc.\$350

CHRIS Search.....\$500

Raney 10% Administrative Fee (on Printing/Copying/Travel/Etc.).....\$85

Engineering Division Annexation Application Assistance (Coastland Engineering) **\$8,200

**Engineering Division work will be billed separately from Raney's labor for the proposed project. The amount shown is an estimation only. Engineering services are billed based on time and materials. Additional deposit may be required.

BUDGET

The cost for completion of the Pottery World/Avoca Orchards Annexation, General Plan Amendment, and Pre-Zone IS/MND and provision of planning services is anticipated not to exceed **\$45,865** as shown in the spreadsheet on the following page. The costs for completion of the IS/MND are based on the estimates of time for each task, following Raney's standard billing rates.

Pottery World/Avoca Orchards Annexation, General Plan Amendment, and Pre-Zone IS/MND and Planning Services

COST ESTIMATE

		Project Director	Project Manager	Senior Planner	Associate	Cost Per Task
Task 1	Project Initiation	2	2	6		\$ 1,630
Task 2	Planning Services					
Task 2.1	Application Review	5		16	10	\$ 4,645
Task 2.2	Agency Coordination (Including Preparation of AB 52/SB 18 Letters)		4	6	4	\$ 2,030
Task 2.3	Prepare Staff Reports, Resolutions, and Ordinances	3		8	14	\$ 3,555
Task 2.4	Prepare Public Noticing			1	1	\$ 270
Task 3	Environmental Services					
Task 3.1	Prepare Administrative Draft IS/MND	2	4	6	44	\$ 7,460
Task 3.2	Prepare Public Review IS/MND	1	4	4	10	\$ 2,705
Task 3.3	Prepare MMRP		1		2	\$ 415
Task 3.4	Response to Comments		2	2	4	\$ 1,120
Task 4	Project Management and Meetings	10	30	40		\$ 12,900
	Total Hours	23	47	89	89	
	Hourly Rate	\$ 215	\$ 165	\$ 145	\$ 125	
	Total Labor	\$ 4,945	\$ 7,755	\$ 12,905	\$ 11,125	\$ 36,730
Expenses						\$ 9,135
	Copying/Printing/Travel/Postage/Etc.*				\$ 350	
	CHRIS search				\$ 500	
	10% administrative fee (on copying/printing/travel/postage and CHRIS search)				\$ 85	
	Engineering Division Annexation Application Assistant (Coastland)				\$ 8,200	
Total Budget						\$ 45,865

*Estimates only. Will be billed on time-and-material basis.

The following assumptions were used in the calculations:

- The cost for copying and printing is an estimate only and will be billed at cost.
- Additional meetings and hearings can easily be accommodated upon request and would be billed on a time-and-materials basis following Raney's standard billing rates.
- Raney expects that all work will be completed within the budgeted time. If additional time is necessary beyond that which has been budgeted due to unanticipated circumstances, those items will need to be renegotiated.

Factors that would increase the scope of work and estimated costs outlined in the proposal include: attendance at additional meetings and hearings, printing of additional copies of reports, analysis of additional issues beyond those discussed in this proposal or a more detailed level of analysis than described in this proposal, additional comments and subsequent revisions or responses to comments, changes in the project, and collection of data required beyond that described in this proposal. Raney would propose to renegotiate these items, if required, or charge on a time-and-materials basis.

SCHEDULE

The following tentative schedule is based on experience providing similar services. The schedule could be lengthened or shortened, depending on the needs of the City of Wheatland. Factors that could lengthen or shorten the schedule include dates of receipt of project information, length of document reviews, AB 52 requirements, changes in the project description, and unanticipated issues arising from City staff or the project team.

TENTATIVE SCHEDULE City of Wheatland Pottery World/Avoca Orchards Annexation, General Plan Amendment, and Pre-Zone IS/MND		
Milestones & Deliverables	Timing	Anticipated Date
Notice to Proceed (NTP)	TBD	October 31, 2022
Administrative Draft IS/MND to the City of Wheatland for review	Four weeks from NTP	November 28, 2022
Receipt of City comments on the Administrative Draft IS/MND	Two weeks	December 12, 2022
Submit Public Review IS/MND and Draft MMRP to the City of Wheatland	One week	December 19, 2022
Public Review Period (30 days)	Thirty days	December 21, 2022 to January 20, 2023
Final MMRP and Response to Comments (if necessary) to the City of Wheatland	One week	January 27, 2023
Planning Commission Hearing	TBD	February 2023
City Council Hearings (2)	TBD	March 2023

**Attachment 3
Project Vicinity Map**

