

**EXHIBIT A**

**SCOPE OF WORK**

**Project Work Plan, Schedule, Evaluation, and Reporting**

**Name of Local Government:** Sonoma County

**Name of Project:** Sonoma County Local Coastal Plan Update

**Funding Source:** Greenhouse Gas Reduction Fund

**Specific Program:** Land Coastal Program

**Federal Tax ID#:** 94-6000539

**Budget Summary:**

CCC funding: \$175,000.00

Other funding: \$ 28,985.00

Total project cost: \$203,985.00

**Term of Project:** *January 1, 2019 or upon grant agreement execution date – March 28, 2020*

---

**A. PROJECT DESCRIPTION**

Sonoma County has maintained an effective Local Coastal Program that promotes coastal protection, champions public access, and preserves agricultural and timber lands since 1981. Primary goals of the Local Coastal Program update include; implementing General Plan land use program 1 by establishing a functionally independent guiding policy document for the Coastal Zone, and modernizing the Local Coastal Plan to include improved mapping and proactive policies to address sea level rise and other climate change related public safety impacts. The update will integrate the Hazard Mitigation Plan 2016, and address new guidance published by the Commission. While continuing County traditions of coastal protection and agricultural preservation the update will establish innovative policies and programs for watershed and forestry management and consider opportunities to reduce vehicle miles traveled. Additional goals of this update are to improve land use/zoning naming consistency; clarify design requirements and thresholds for modern uses such as vacation rentals, events, and cannabis; and to create an easy-to-access electronic document with updated and improved maps. The project includes a robust public outreach plan with multiple public workshops and contribution opportunities.

The update will include development of programs to reduce fuel loads through forestry management, watershed management strategies as identified in the Water Quality Element, and establishing policies derived from data and strategies identified



## EXHIBIT A

in the Sonoma County Hazard Mitigation Plan 2016 including planned retreat relating to sea level rise, and improved methodology for habitat assessment and conservation. The update continues the preservation of agriculture and open space uses which make up the majority of the Sonoma County coast.

The updated program will reduce greenhouse gas emissions on the coast by supporting limited infill development for workforce and affordable housing. Affordable housing opportunities are currently very limited on the coast, resulting in long commutes for employees of essential visitor serving uses. By developing a program to identify infill opportunities within existing urban service areas for affordable and workforce housing the update will reduce miles traveled and maintain the rural character of the majority of the Coastal Zone. Additionally, the public access plan and circulation chapter will encourage alternative modes of transportation by promoting walking and biking trails along the Sonoma Coast. Public transportation options will be encouraged where appropriate, however opportunities are limited due to the low densities of population and rural character of the area.

The update will implement Sonoma County General Plan **Policy LU-1a** and Land Use **Program 1** which directed staff to update the Local Coastal Plan to maintain a standalone policy document that incorporates applicable policies of General Plan 2020. Developing an independent guiding policy document, equivalent to the inland General Plan, for the coast will simplify implementation of coastal specific policies and further protect our coastal resources.

## B. TASKS

### **Task 1: Plan Development and Policy Comparison**

The Administrative Draft of the Sonoma County Local Coastal Plan was published in 2015. Since the completion of the Administrative Draft the County has made revisions to respond to public concern and Coastal Commission comments. Revisions begun since the Administrative Draft include the addition of adaptation policies for sea level rise and climate change into the Public Safety Element, ESHA and other habitat protections and mapping, and Land Use Element revisions to address emerging coastal issues. Additional policy development is anticipated for the Public Review Draft in the areas of forestry management and balancing housing needs on the Sonoma Coast with coastal resources, and to ensure integration of recent Coastal Commission guidance.

Plan development also includes an updated Policy Comparison Table to compare Local Coastal Plan recommendations from the 2001 Local Coastal Plan with revised, relocated, and new policies. The policy comparison also described the location of retained recommendations and their policy numbers. As the Plan has undergone continued revision the Policy Comparison Table provided with the Administrative Draft must be updated for the public and Commission's use. The final deliverable required for plan development is a complete and accessible planning document to serve as the guiding policy document on the Sonoma Coast, functionally equivalent to the inland General Plan. The formatting and policy comparison will be completed



**EXHIBIT A**

by Environmental Sciences Associates as per a consultant contract and agreement with the County.

**Subtasks:**

1.1: Analysis and Policy Drafting – Drafting new policy will require additional analysis of best practices in forestry management, affordable coastal housing, data review for ESHA maps, and considering the guidance published by the Commission on sea level rise, climate change and cannabis in order to complete the updated draft Local Coastal Plan. Partnering with Sonoma County Regional Parks to update the Public Access Plan with new acquisitions for public access will be an essential aspect of this update. Technical approaches will include data review and policy discussions with local CCC staff to ensure maintained consistency with the Coastal Act. Commission staff will be consulted during ongoing coordination meetings and provided review of draft policy language as needed, either as whole sections or individual policies or programs.

1.2: Policy Comparison Table – Completion of the Policy Comparison Table will allow the public and decision bodies to follow changes made between drafts. The policy comparison table will indicate changes to policies and movement of policies within the document. The table will also describe the reason for the move or change.

1.3: Publication – Publication of the Public Review Draft Local Coastal Plan requires formatting of the revised draft by Environmental Science Associates. Publication will result in an accessible digital document available online and in hard copy at multiple public locations. The Public Review Draft will be revised as needed for the Planning Commission to incorporate stakeholder comments and review by the CCC staff. Additional revisions and publication will incorporate Commission recommendations prior to consideration for adoption.

**Outcomes/deliverables:**

- Policy Comparison Table to track new and revised policies since the Administrative Draft
- A full administrative draft Local Coastal Planning Document for review by CCC staff and stakeholders
- Revised draft Local Coastal Planning Document that addresses CCC staff and stakeholder comments for consideration by the Planning Commission
- A final revised draft to be considered for adoption will incorporate stakeholder comment, CCC review, and Planning commission recommendation

**Task 2: Stakeholder Engagement**

The quality, value, and acceptance of any planning document ultimately depends upon the involvement and buy-in of the public agencies, private businesses, and communities that would be affected by the plan. Residents and businesses from the affected coastal communities and other stakeholders will be engaged in the development of the final drafts of the plan and educated on adaptation strategies. In addition, we will engage other entities and agencies with ownership or jurisdictions over certain lands and infrastructure which are independent of the County such as



## EXHIBIT A

State Parks, Caltrans, Pacific Gas and Electric, and independent utilities. Stakeholders will be invited to attend public workshops and sent drafts for review and notified of all opportunities to provide comment, in writing and at public hearings.

A minimum of two workshops will be conducted at various locations in the coastal zone to engage the community during the planning process. Fact Sheets will be developed to help the public interpret changes to the Administrative Draft. To further engage residents of the County in the planning process and interest in coastal resource protections the County plans to administer a photo contest utilizing social media. The photo contest will serve as a way to identify the resources of significant public value and celebrate the unique coastal beauty of Sonoma County. The public engagement process will be broadly advertised to ensure engagement of low income and potentially disadvantaged communities countywide. The stakeholder engagement process will further benefit the County in providing education in climate adaptation and sea level rise vulnerability study findings.

### Subtasks:

2.1: Materials Development – County staff will develop press releases, notices and fact sheets needed to alert the public to the locations of the document, public workshops, and comment opportunities. All information, including fully remediated fact sheets will also be available on the webpage to ensure that they are accessible in multiple languages and provide the opportunity for the public to request additional accommodation be available at the public workshops.

2.2: Photo Contest – As an additional engagement opportunity for those who are passionate about protecting our unique coastline a photo contest will be administered during the community engagement process. The photo contest provides an opportunity for the public to contribute photos to potentially be published in the Local Coastal Plan.

2.3: Public Workshops – A minimum of two public workshops will be held in the coastal zone to help to educate the public on the Local Coastal Plan Update. The County also intends to increase the accessibility of the workshops to those of low income or disadvantaged communities by providing an online workshop forum and comment opportunity. The email list of interested parties to the Local Coastal Plan Update includes several hundred stakeholders and members of the public who will be notified of draft availability, public workshops, and multiple opportunities to provide comments. To help educate the public of the Coastal Act requirements the County will be working in partnership with the local Commission staff to schedule the workshops at such a time that Commission staff can attend.

### Outcomes/Deliverables:

- Fully remediated Fact Sheets about policy and revisions to the Administrative Draft
- Fully remediated Discussion Papers on policies and programs from other communities



## EXHIBIT A

- Completion of at least two public workshops, and a photo contest to further engage coastal residents, workers, and visitors

### **Task 3: Adoption and Certification**

Adoption of the Local Coastal Plan is essential to improve habitat protections and adaptation strategies on the Sonoma County Coast. The Plan will be modernized and accessible for Sonoma County residents. Adoption of the plan requires presentation to and recommendation of the Planning Commission, adoption by the Sonoma County Board of Supervisors, and certification by the Coastal Commission. Several Public hearings are anticipated prior to certification. The updated Local Coastal Plan will serve as the Sonoma County Coast General plan as a long range planning document setting the community goals and policy for adaptation to climate change for decades to come. Additionally the adopted plan will be certified by the Commission so that Sonoma County will have an updated certified Local Coastal Plan. The updated local coastal plan will identify and set the framework for the necessary steps to move the County forward with updates to the Implementation Plan (Sonoma County Coastal Zoning Ordinance). The certification process is essential to the County implementing new policies to address climate adaptation.

#### Subtasks:

3.1: Presentation Materials Drafting – In order to bring the Local Coastal Plan to adoption and certification, materials must be developed to describe policy implications and options to each of the hearing bodies. Presentation materials include Discussion Papers of major issues identified during stakeholder engagement, the Staff Report to the Planning Commission and Summary Report and Draft Resolution to the Board of Supervisors. Discussion papers provide additional background and information on issues identified during the stakeholder engagement to supplement the Staff Report for a public hearing. Discussion papers are fully remediated and available to the public prior to public hearing. Additionally policy changes may result from the public hearing process requiring changes and reformatting between hearing bodies. Presentation materials will be drafted by staff and published prior to the hearing date online and at the County center. Minor reformatting to the documents will be conducted by Environmental Science Associates.

3.2: Planning Commission Hearings – Staff anticipates two public hearings before the Sonoma County Planning Commission for which Environmental Science Associates, the project consultant will be required.

3.3: Board of Supervisors adoption – Staff anticipates two public hearings before the Sonoma County Board of Supervisors for which Environmental Science Associates, the project consultant will be required.

3.4: Coastal Commission Certification – The locally adopted LCP will be submitted to the Coastal Commission for certification. County Staff will coordinate with CCC staff on Commission certification processes.

## EXHIBIT A

### Outcomes/Deliverables:

- Planning Commission Staff Report
- Discussion papers regarding issues identified during Stakeholder Engagement
- Board of Supervisors summary report and package
- Submittal of locally adopted LCP
- Certified Sonoma County Local Coastal Plan

### *Anticipated future task (not covered by this grant): Implementation*

*Further implementation work is anticipated to be initiated after the certification of the Sonoma County Local Coastal Program. Identified implementation tasks to be completed at a later date include: program development, site identification for site specific programs and policies, and a zoning code (Implementation Program) update to modernize the development code on the Sonoma County Coast.*

## C. SCHEDULE

**Project Start/End Dates:** 1/1/2019 or grant agreement execution date – 3/28/2020

<b>Task 1 – Plan Development and Policy Comparison</b>	<b>1/1/2019 – 5/6/2019</b>
1.1 Analysis and Policy Drafting	1/1/2019 – 4/22/2019
1.2 Policy Comparison Table	4/22/2019 – 5/6/2019
1.3 Publication	4/29/2019 – 5/6/2019
Outcomes/Deliverables: a. Policy Comparison Table b. Public Review draft LCP c. Revised draft for Planning Commission Hearing d. Revised draft to be considered for adoption	 a. 5/6/2019 b. 5/6/2019 c. 6/25/2019 d. 10/1/2019
<b>Task 2 – Stakeholder Engagement</b>	<b>4/18/2019 – 3/28/2020</b>
2.1 Materials Development	4/18/2019 – 5/18/2019
2.2 Photo Contest	4/18/2019 – 5/31/2019
2.3 Public Workshops	4/18/2019 – 6/25/2019
Outcomes/Deliverables: a. Fact sheets about revisions to Admin. Draft b. Discussion paper on other communities c. Completion of public workshops and photo contest	 a. 5/9/2019 b. 5/9/2019 c. 6/25/2019
<b>Task 3 – Adoption and Certification</b>	<b>4/18/2019 – 3/28/2020</b>
3.1 Presentation Materials Drafting	4/18/2019 – 6/21/2019



**EXHIBIT A**

3.2 Planning Commission Hearings	7/18/2019 – 7/25/2019
3.3 Board of Supervisors Adoption	10/22/2019 – 11/5/2019
3.4 Certification	11/6/2019 – 3/28/2020
Outcomes/Deliverables: a. Discussion papers re: stakeholder engagement b. Planning Commission Staff Report c. Board of Supervisors package d. Submittal of LCP to CCC e. CCC Certification hearings	a. 6/21/2019 b. 7/18/2019 c. 10/22/2019 d. 12/1/2019 e. Winter 2019/Spring 2020 (TBD)
<i>Anticipated future task: Implementation</i>	<i>Outside of grant term, TBD</i>

**D. BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Policy Comparison Table	4/18/2019
Final Public Review Draft Publication	6/25/2019
Planning Commission Hearings	7/25/2019
Board of Supervisors Adoption	11/5/2019
Coastal Commission Certification	3/28/2020