

September 24, 2003

To Local Lenders, Realtors, and Insurers:

The City of Petaluma Community Development Department would like to take this opportunity to inform you of some of the programs that are currently in progress, and some of the services we provide that might be of use to you.

First-Time Homebuyer Assistance Program

The City of Petaluma is in its second year of participating in the Mortgage Credit Certificate (MCC) Program. This program will allow low and moderate income households an opportunity to more easily qualify for the purchase of new or existing homes. The MCC program consists of a federal income tax credit that results in a reduction of housing expenses. The program is administered through the County. For questions or further information, please contact the MCC office at (707) 795-2623.

Petaluma Business Park and Industrial Development Survey

Each March, the Planning Department publishes the Petaluma Business Park and Industrial Development survey. This document provides current and historic development information for 13 industrial and business park areas in the City. In addition, current vacancy numbers are also determined and analyzed against historic trends. Copies of this document are available, throughout the year, at the Planning Department for \$6.00.

To help offset the cost of producing and printing this document, the City offers advertising space to local interested parties. The rates range from \$25 for a business card size ad, to \$200 for a full page ad. To obtain full advertising specifications and deadlines, contact Assistant Planner Trae Cooper at 778-4301.

Residential Development Map

Biannually (January and July), the Planning Department publishes the Residential Development Map. This map provides status information for all major residential subdivisions currently in progress. The information includes the location of the project, the number and type of units, the current planning stage of the project, and the number of units with issued building permits and finalized building permits. In addition, a separate list is provided giving the name, address, and phone number of the developer of each project. The map and list are available at the Planning Department for \$5.00.

Flood Zone Determination

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) are available at the Planning Department. We also have many free publications to assist you in reading and understanding these very important maps. If you require assistance in determining whether a structure is located within a special flood hazard area, the Planning Department can provide you with a written determination. Our fee for researching and preparing such a determination is \$25. We regret that we cannot provide flood zone determinations over the phone. If you require a flood zone determination, please submit a written request with the fee, including the address and assessor's parcel number of the subject property. If you have any additional questions on the National Flood Insurance Program (NFIP), please contact Assistant Planner Trae Cooper at 778-4301.

Property Research Policy

The Planning Department provides property research services to any interested person. For \$47.00, the requestor can receive a written determination of General Plan designation, Zoning designation, property profile, utility service status, and information on the legal status of improvements to the property. Expanded research can also be undertaken at a rate of \$47.00 per hour.

Zoning Ordinance Text Amendments

In October, the Petaluma City Council adopted a number of revisions to the Zoning Ordinance. Significant changes include:

- 1) Defining "live entertainment," and allowing the use in commercially zoned districts upon approval of a Conditional Use Permit.
- 2) Reducing lot widths and depths in most residentially zoned districts.
- 3) Eliminating the reference to the number of stories permitted in most zoning districts.
- 4) Allowing accessory dwelling units with a Conditional Use Permit in the R-C (Single Family Residential Compact) Zoning District.
- 5) Allowing limited retail uses such as cafes, delicatessens, gift and sundry shops as conditional uses in the M-L (Light Industrial) Zoning District.
- 6) Exempting accessory dwellings from design review.

The Department is currently working on further amendments to the Zoning Ordinance (noise performance standards, nightclub regulations, zoning permits, and nuisance and abatement regulations). If you have any comments, suggestions, or questions regarding any of these topics, or about the Planning Department or Building Division in general you can contact the Planning Department at 778-4301 or the Building Division at 778-

4302. Please note that City Hall offices are closed daily 12 noon to 1:00 pm. We look forward to continuing to serve you.

Sincerely,

Michael Moore
Community Development Director