

**MEMORANDUM**

Community Development Department

DATE: June 26, 2024

TO: Environmental Planning Commission

FROM: Diana Pancholi, Acting Advanced Planning Manager
Amber Blizinski, Assistant Community Development Director

SUBJECT: **Environmental Planning Commission Work Plan—Fiscal Year 2024-25**

Recommendation: Submit the FY 2023-24 Environmental Planning Commission Work Plan to the City Council for approval.

On June 13, 2023, the City Council officially adopted their two-year Work Plan for FY 2023-25 outlining key projects aligned with their Strategic Priorities (refer to Exhibit 1 – [June 13, 2023 Council Report](#)). In addition, all Council advisory bodies are required to annually prepare work plans that are submitted to the City Council for review and approval, tentatively scheduled for September 2024. Generally, work plan items are referrals from the City Council and aligned with the City Council’s adopted two-year Work Plan.

The Environmental Planning Commission (EPC) previously prepared its work plan for FY 2023-24 in August 2023 (See [Exhibit 2](#)), which was submitted to the City Council on September 12, 2023. In preparation for Fiscal Year 2024-25, the staff has updated the EPC Work Plan, consistent with the Council Work Plan and taking into account projects that have been continued from the FY 2023-24 Work Plan (refer to Exhibit 3). Notably, the downtown temporary office cap has been removed from the work plan following its removal from the Council work plan on November 27, 2023. A new item to update the Zoning Code and Precise Plan(s) to eliminate minimum parking standards per Housing Element Program 1.2 has been added to the Work Plan. Many major long-range work items, such as the Moffett Precise Plan, the Phase 2 Downtown Precise Plan Comprehensive Update, the R3 Zoning Ordinance Update, and Historic Ordinance Update, as well as the Transportation Demand Management (TDM) ordinance, are continued from the last Work Plan.

The revised Work Plan also includes estimated timelines for key deliverables to track the progress of each project. Staff anticipates that most of these projects will be completed during the next two fiscal years. However, it's possible that certain projects may exceed the two-year timeframe due to staff capacity constraints and the need for further public outreach or studies.

Staff is recommending the EPC submit the attached FY 2024-25 Work Plan to the City Council for their approval. After this action by the EPC, this work plan, along with the work plans of other

City advisory bodies, will be coordinated by the City Manager's office for submission to the City Council in September 2024.

- Exhibits:
1. [June 13, 2023 Council Report](#)
 2. [Adopted EPC Fiscal Year 2023-24 Work Plan](#)
 3. Draft EPC Fiscal Year 2024-25 Work Plan