

**MEMORANDUM**

Planning Division, Community Development Department

DATE: April 5, 2017

TO: Environmental Planning Commission (EPC)

FROM: Terry Blount, AICP, Assistant Community Development
Director/Planning Manager

SUBJECT: EPC Input on City Council Major Goals (FYs 2017-2019)

The EPC approved its current work plan at its meeting of August 24, 2016 (see Exhibit 1). This work plan covers Fiscal Year 2016-2017. The City Council identified four major priority goals at a study session held February 27, 2017. The draft goals are:

1. Promote strategies to protect vulnerable populations and preserve the socioeconomic and cultural diversity of the community.
2. Improve the quantity, diversity, and affordability of housing with an added focus on middle income and ownership opportunities.
3. Develop and implement comprehensive and coordinated transportation strategies to achieve mobility, connectivity, and safety for people of all ages.
4. Promote environmental sustainability with measurable outcomes.

The next step in the City Council goal-setting process includes receiving feedback from advisory bodies on *potential specific projects that fulfill the priority theme-based goals over the next two fiscal years (FYs 2017-2018 and 2018-2019)*. Each advisory body is being asked the following for each major goal:

- A. Identify any **existing advisory body work plan items underway** that fulfill the major goals.
- B. Provide input by action of the advisory body as a whole (consensus or majority) about **potential specific projects/activities/initiatives that City Council could consider** to fulfill the major goals.

The City Manager's Office, in preparation for the City Council goal-setting process, has asked each department to submit a master list of all of the major projects that the department is currently engaged in, as well as those projects that have been identified as ones the department could potentially be working on. The Planning Division has compiled its list (see Exhibit 2). Each department was also asked to determine the percentage of their overall capacity that is devoted to day-to-day operations. For the Planning Division that includes such activities as counter and phone inquiries, plan checks, inter-departmental and outside agency coordination/collaboration. Staff estimates day-to-day operations make up approximately 60% of the Planning Division's capacity.

The list includes information on:

- Estimated completion date, if known;
- If the project is currently underway or would be for the upcoming fiscal year;
- Which, if any, of the major goals (FY 2017-2019) the project fulfills; and
- Other miscellaneous information including estimated staff impact/work hours.

City Council Major Goals - Existing EPC Work Plan Items Underway

The following are the existing EPC work plan items that staff is currently working on that fulfill the City Council major goals:

1. Review and make recommendations on amendment to the North Bayshore Precise Plan to include residential uses (this item does not appear on the list as the Plan should be adopted in June of this year);
2. Review and make recommendations on newly created East Whisman Precise Plan (line #2 on the list);
3. Review and make recommendations on requirements for solar PV installations in residential and non-residential new construction and remodels (included in line #6 on the list); and
4. Review and make recommendations on exempting Zero Net Energy (ZNE) building retrofits/remodels from planning permits and reducing building plan check fees (included in line #6 on the list).

City Council Major Goals - Potential Specific Projects/Activities/Initiatives that City Council Could Consider

The City Council has requested EPC input on potential specific projects/activities/initiatives that the City Council could consider to fulfill the major goals. The attached list contains a total of 30 items (two of which include multiple projects, lines #5 and #6). A number of the items are projects that have been assigned to staff, but the Planning Division currently doesn't have the capacity to work on or can only work on a limited amount (e.g. Multi-Modal Improvement Plan, El Camino Real Streetscape Guidelines, authorized Gatekeeper projects, City-wide Transportation Demand Management (TDM) Ordinance). Other items are projects that staff could potentially be working on and are either an implementation measure from an adopted plan (e.g. North Bayshore - district sustainability performance measures), a project identified by the City Council (e.g. Terra Bella Precise Plan), department efficiency-improvement measures (e.g. permit tracking system), or a project identified by staff (e.g. Zoning Ordinance update - non-conforming section/misc. minor amendments). Of the total, 19 items (lines #12-#30) are ones that the City Council will consider as potential projects that staff could work on.

Staff recommends that the EPC:

1. Review the attached list (Exhibit 2) and determine if there are other potential specific projects/activities/initiatives that the City Council could consider to fulfill the major goals that have been identified; and
2. Indicate their priorities regarding the attached list, as well as any additional potential specific projects/activities/initiatives that the City Council could consider to fulfill the major goals identified by the EPC.

EXHIBITS: 1. Adopted EPC Workplan (Fiscal Years 2016-2017)
 2. Master List of the Major Projects the Planning Division is Currently Engaged In