

DATE: August 16, 2023

TO: Environmental Planning Commission

FROM: Diana Pancholi, Principal Planner
Eric Anderson, Advanced Planning Manager

SUBJECT: Environmental Planning Commission Work Plan—Fiscal Year 2023-24

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 2023-24 and FY 2024-25 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 12, 2023. 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 2022-23 in August 2022 (See [Exhibit 2](#)) which was submitted to the City Council for its consideration on September 13, 2022. For FY 2023-24, 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 2022-23 EPC Work Plan (refer to Exhibit 3). Notably, two new items, the Moffett Precise Plan and the Phase 2 Downtown Precise Plan Update, have been added to the EPC Work Plan and two projects, the R3 Zoning Ordinance Update, and Historic Ordinance Update are continued from the last Work Plan. The revised EPC 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 2023-24 EPC 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 for review on September 12, 2023.

Exhibit:

1. [June 13, 2023 Council Report](#)
2. [Adopted EPC Fiscal Year 2022-23 Work Plan](#)
3. Draft EPC Fiscal Year 2023-24 Work Plan