

DATE: June 18, 2025

TO: Environmental Planning Commission

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

VIA: Christian Murdock, Community Development Director

SUBJECT: **Environmental Planning Commission Work Plan—Fiscal Year 2025-26**

Recommendation: Review the Fiscal Year 2025-26 Environmental Planning Commission Work Plan and forward to the City Council for approval.

Every two years, the City Council adopts a work plan that establishes Council's top priority initiatives which, along with other special projects and ongoing core services, contribute to the City Council's seven Strategic Priorities. On April 22, 2025, the City Council reviewed staff analysis and Council advisory body feedback, and selected projects to incorporate into the Fiscal Years 2025-26 and 2026-27 Council Work Plan (Exhibit 1 – [April 22, 2025 Council Report](#)). The Work Plan will be considered for adoption with the Fiscal Year 2025-26 Budget on June 24, 2025.

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 2025. 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 2024-25 in June 2024 (See Exhibit 2), which was submitted to the City Council on September 10, 2024. In preparation for Fiscal Year 2025-26, the staff has updated the EPC Work Plan, consistent with the Council direction on Fiscal Years 2025-26 and 2026-27 Council Work Plan items. While Council direction includes new initiatives such as Development of Pedestrian Mall Vacant Storefront Activation Program and the development of Citywide Objective Design Standards, the timing of initial staff work on these items will likely result in their inclusion on the EPC Work Plan for a subsequent fiscal year. Updates on projects continued from the FY 2024-25 Work Plan have also been incorporated (Exhibit 3).

Several items are carried over from the previous work plan, such as the Moffett Precise Plan, the Downtown Precise Plan Comprehensive Update, the R3 Zoning Ordinance Update, Historic Ordinance Update, and the Transportation Demand Management (TDM) ordinance.

The revised Work Plan 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 Fiscal Year 2025-26 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 2025.

- Exhibits:
1. [April 22, 2025 Council Report](#)
 2. [Adopted EPC Fiscal Year 2024-25 Work Plan](#)
 3. Draft EPC Fiscal Year 2025-26 Work Plan