



Office of the City Manager

WORKSESSION  
May 21, 2013

To: Honorable Mayor and Members of the City Council  
From:  Christine Daniel, City Manager  
Submitted by: Eric Angstadt, Director, Planning and Development  
Subject: FY 2014 Policy Planning Division Workplan

### INTRODUCTION

This workshop is designed to update the City Council on the Planning Commission and Policy Planning Division FY 2014 work plan. Staff will discuss the current items/referrals that the staff and the Planning Commission are working on, list the upcoming referrals and outline older referrals that are not on the priority list for action.

### STAFFING

The policy planning division currently has only three planners assigned, a principal planner, senior planner and associate planner. The principal planner is the division manager and the secretary to the Planning Commission. The senior planner is split between project planning and being the secretary and staff to the Medical Cannabis Commission. Both the senior and associate planners have regular zoning counter hours. The policy planning division has a practical net of 2.5 planners to work on all items.

### WORKLOAD

City Council referrals are the primary source of work items for the policy planning division. The Council makes between 8-10 referrals that are assigned to the Planning Department per year. In addition to the referrals, two major items dominated the division work plan for the last several years, the Downtown Area Plan (DAP) and the West Berkeley Project. The conclusion of those two items has allowed staff to catch up and complete a number of referrals from the last two years.

Policy planning items almost always require City Council action to finalize as they usually require ordinance adoption/amendment and/or General or Area Plan modifications. These items also tend to need multiple meetings of the Planning Commission to hear public testimony and formulate direction to staff before staff can write new zoning code. Because of this, staff can usually complete 6-8 items per year at the current staffing levels. Since the level of referrals tends to outpace the number of items that can be completed in a year, staff has to prioritize the workload.

PRIORITIES

The first priority for the workplan is to look to see if there is a focus or clustering, either geographic or issue based, within the referrals themselves. On April 30, 2013 the Council agenda had ten referrals that had a planning component, eight of which were referred to the City Manager for action, and subsequently assigned to the Planning Department for action. Of those eight, four had a focus on the Telegraph Avenue area. Telegraph is also an area that is a priority to the Office of Economic Development in their workplan. This is generally the second place staff looks for priorities, other City departments and their workplans, so we can coordinate our efforts to the extent possible. Clearly, Telegraph Avenue will be a priority area for the policy planning division in FY 2014.

The Planning Commission has had two recent meetings where they discussed their priorities for future work. The PC acknowledged the Council focus on Telegraph Avenue, but also wanted to work on the Adeline commercial corridor.

FY 2014 Workplan

The following items are currently at the Planning Commission:

- 1) Bedroom controls/Mini-dorm issues
- 2) Elmwood Commercial Quotas
- 3) Demo Ordinance Amendments
- 4) Auto dealers in South Shattuck area

The following are the Telegraph Avenue priority referrals:

- 1) Increase FAR in Southside Plan
- 2) Remove upper floor use restrictions in C-T zone
- 3) Parklets on Telegraph
- 4) Telegraph ACTION plan short term items

The following are recent (2012-2013) Council referrals for possible action:

- 1) Check cashing stores
- 2) Accessory Dwelling Unit changes
- 3) Shielded Outdoor Lighting Fixtures in Residential Areas
- 4) Toxic Remediation in M Districts

The following are older (2010-2011) council referrals for possible action:

- 1) Restrictions on Drug Store Locations

CONTACT PERSON

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