AGENDA ITEM
NO. 3

CITY OF MORGAN HILL

MEMORANDUM

To: PLANNING COMMISSION

Date: May 23, 2006

From: COMMUNITY DEVELOPMENT DEPARTMENT

Subject: PLANNING COMMISSION WORKPLAN FOR FISCAL YEAR 2006-07

REQUEST

The City Council has requested that each Commission prepare a workplan for FY 2006-07. The Planning Division must also prepare a workplan, which is submitted to the City Manager's Office, reviewed by the City Council, and reflected in the budget that is adopted.

RECOMMENDATION

Staff recommends that the Planning Commission review and comment on the attached proposed workplan, for submittal to the City Manager/City Council as part of the budget process.

DISCUSSION

Staff has included key work program elements in the attached workplan. Since the Planning Commission is involved in nearly all Planning Division work efforts, staff has combined the Commission's and the Division's workplans into one document.

Attachments:

1. **Proposed FY 2006-07 Workplan for Planning Commission and Planning Division**

Proposed FY 2006-07 WORKPLAN for Planning Commission and CDD Planning Division

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Downtown Plan Update & Implementation Strategy; Parking Management Plan; Other Implementation	Workshop with Downtown Association and downtown property owners to identify objectives and possible amendments to the Downtown Plan to refine downtown vision and implementation strategy, policies, standards.	May 2006	7-14-06	Senior Planner Marlatt; Planning Manager; Director
	Prepare Downtown Plan Update & Implementation Strategy. Complete Downtown Parking Resources Management Plan. Prepare any necessary amendments to General Plan and other ordinances. Consider whether amendment of Measure C is advisable.	7-17-06	11-15-06	
	Conduct CEQA review and public outreach	11-16-06	3-16-07	
	Planning Commission Public Hearing	4-10-07	4-24-07	
	City Council Public Hearing to approve Downtown Plan Amendment, amended parking standards, other possible zoning/policy amendments.	5-2-07	5-16-07	
Industrial Land and Southeast Quadrant Market Analysis	Consultant Selection and Contract	FY 05/06	6-28-06	Associate Planner Golden; Planning Manager Director
	Complete inventory and market analysis of vacant, underutilized, and potential "Southeast Quadrant" industrial lands; and explore other possible market niche(s) for Southeast Quadrant such as destination/regional sports and recreation uses. Project industrial land needs for 5-10 years; recommend alternative land uses as warranted. Coordinate with BAHS.	7-1-06	11-15-06	
	Review of Study by Planning Commission, and Recommendation regarding "Next Steps"	12-12-06	12-12-06	
	Acceptance of Study, and Direction to Staff regarding "Next Steps" by the City Council	1-17-07	1-24-07	

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Urban Limit Line Phase II and Greenbelt/O.S. Implementation Activities	After completion of Industrial Lands and Southeast Quadrant Market Study, determine timing of further planning activities for Southeast Quadrant	2-1-07	2-28-07	Project Planner Bischoff; Director
	As determined, GP Amendment, ULL, UGB, USA amendments, Pre-zoning, annexation, environmental review and PC & CC hearings to carry out SEQ process	3-1-07	FY 07/08	
	Carry out Edmundson/ DeWitt/Sunset Area greenbelt/ULL implementation (trade city lands, record easement etc)	7-1-06	6-30-07	
	Work on greenbelt implementation activities, including coordination with SJ, County & O.S. Authority on greenbelt efforts, work to acquire open space, adopt rec'n trail plan, develop implementation financing strategy	7-1-06	6-30-07	
	Coordinate with Santa Clara County Planning on Zoning Overlay District to provide for improved siting/design standards; and to provide for Morgan Hill review and comment for hillside developments	7-1-06	6-30-07	
Complete Update Historical Inventory; Update Cultural Resources Preservation Ordinance	Council Adoption of Historic Context Statement	FY05/06	7-19-06	Senior Planner Tolentino; Planning Manager
	Continue work on updated inventory of City's historic buildings and sites/consult with Historical Society, County Historic Heritage Commission & others.	FY 05/06	1-15-06	
	Draft revision of Cultural Resources Preservation Ordinance	10-1-06	1-15-07	
	Workshop(s) with Planning Commission, City Council and Community on draft ordinance and draft list	1-31-07	2-28-07	
	Identify list of site and buildings for designation	3-1-07	5-1-07	
	Planning Commission & City Council public hearings to adopt ordinance update & designate appropriate sites and buildings.	5-8-07	6-27-07	

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Complete Architectural Review Handbook	Prepare Final Ordinance, Handbook and Gateway Guidelines for downtown residential/mixed use and parking standards. Conduct environmental review. Planning Commission and City Council Public Hearings to adopt Ordinance, Guidelines & Handbook	FY04/05 3-1-07	3-1-07 6-30-07	Senior Planner Linder; Planning Manager
Complete Zoning Ordinance Revisions	Complete Drafts of Zoning Code Revisions, in particular: ▪ "Non-Retail" implementing zoning district ▪ Revise city's PUD District Chapter 18.30 ▪ Revise CC-R District and DAUP ordinance ▪ Adjust threshold for staff vs ARB approvals ▪ Ordinances to address Economic Inhibitors, e.g "First-One-In PUD Requirement"; Walnut Grove Planning Commission Workshop(s) with Developers & Public Prepare final proposed Zoning Ordinances and conduct environmental review. Planning Commission Public Hearings. City Council Public Hearings to Adopt Final Zoning Ordinance Revisions	4-1-06 Ongoing through fiscal yr	6-30-07 Ongoing through fiscal year	Senior Planner Linder; Senior Planner Marlatt; Planning Manager; Director
Complete Subdivision Ordinance Update	Re-direct focus of RBF consultant from zoning ordinance re-formatting to update of Subdivision Ordinance and other related municipal codes, eg utility undergrounding reqmt Consultant work and collaborate with Planning staff and Public Works staff to draft update of Codes Planning Commission and City Council Public Hearings to adopt Revised Subdivision Code/other Muni Code changes	6-15-06 7-1-06 5-22-07	7-1-06 5-1-07 6-28-07	Senior Planner Tolentino; Planning Manager; Public Works Staff Liaison
Redevelopment Plan Update and EIR	Assist BAHS with preparation of RDA Plan Update and related preparation and certification of Environmental Impact Report	FY 05/06	12-15-07	Senior Planner Marlatt; Director

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Regulations for Land Use Near Streams	Participate in Water Resources Protection Collaborative development of draft Guidelines & Standards, User's Manual, Implementing Materials for stream protection program. Attend Quarterly Meetings of Collaborative.	From FY04/05	Ongoing	Associate Planner Golden; Community Development Director; Public Works Director
	Work with Water District and Public Works Dept to characterize Morgan Hill stream types and goals	From FY05/06	8-30-06	
	Prepare first draft of proposed Morgan Hill policies and regulations (and CEQA document) for land use near streams and stream/habitat protection; preliminary selection of permitting option	8-1-06	10-1-06	
	Planning Commission, Council & Community Workshop to obtain input and direction for proposed set of regulations Prepare final draft of regulations, including policies and ordinance, applicable to properties adjacent to streams; and finalize CEQA document	10-1-06	10-30-06	
	Prepare modifications to draft regulations and CEQA	11-1-06	11-15-06	
	CEQA public review period	11-20-06	12-20-06	
	Planning Commission public hearing.	1-9-07	1-23-07	
	City Council public hearing and adoption of regulations.	2-7-07	2-21-07	
Geographic Information System Program Enhancement and Counter Computer	Continue work to clean up base map and coordinate city limit boundary; integrate county assessors and other data; put GIS program on all planners' computers and train; put computer at counter for public access to zoning etc info	FY 05/06	6-30-07	Associate Planner Golden