AGENDA ITEM
NO. 3

CITY OF MORGAN HILL

MEMORANDUM

To: PLANNING COMMISSION

Date: May 8, 2007

From: COMMUNITY DEVELOPMENT DEPARTMENT

Subject: PLANNING COMMISSION WORKPLAN FOR FISCAL YEAR 2007-08

REQUEST

The City Council has requested that each Commission prepare a workplan for FY 2007-08. 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 2007-08 Workplan for Planning Commission and Planning Division**

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

Revised 5-1-2007

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 Stakeholders and downtown property owners to refine downtown vision and implementation strategy, policies, development standards. Conduct Design Charette.	April 2007	June 2007	Senior Planner Marlatt; Planning Manager; Director
	Develop Admin. Draft Downtown Plan Update & Implementation Strategy along with a revised Draft Downtown Parking Resources Management Plan. Stakeholder Meeting #2. Prepare Draft Downtown Plan Update and any necessary amendments to General Plan and other ordinances.	July 1, 2007	October 31, 2007	
	Conduct CEQA review and public outreach	August 2007	April 2008	
	Joint Council/Planning Commission Public Workshop	March 2008	March 2008	
	Planning Commission & City Council Public Hearings to approve Master EIR, Downtown Plan Amendment, amended parking standards, other possible zoning/policy amendments.	April 2008	May 2008	
Agricultural and Open Space Conversion Policies	Develop draft Agricultural and Open Space Conversion Policies, in conjunction with revision of RDCS competition criteria. Identify proposed Agricultural Preservation Area within Sphere	March 2007	August 2007	Project Planner Bischoff; Director
Southeast Quadrant (SEQ): Explore market for Sports/Recreation	Complete exploration of user and property owner interest in establishing General Plan and zoning designation for "destination" sports/recreation uses within the SEQ	FY 06/07	August 2007	Project Planner Bischoff; Director
	Define potential GPA and pre-zoning ordinance for SEQ	Aug 2007	Nov 2007	
	CEQA Analysis	Nov 2007	March 2008	
	Planning Commission and Council Public Hearings; Adoption of CEQA, GPA, zoning, USA, UGB, ULL, annexation	April 2008	July 2008	
SEQ General Plan Amendment for land use and Urban Limit Line	Carry out analysis of alternative locations for the SEQ Urban Limit Line, considering outcomes of SEQ sports/recreation study, agricultural conservation policies; and greenbelt program.	FY 06/07	August 2007	Project Planner Bischoff; Director

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
	Identify preferred alternative for General Plan Amendment and carry out CEQA Analysis	Aug 2007	March 2008	
	As determined, Planning Commission & Council public hearings; Adoption of CEQA, GPA, zoning, USA, UGB, ULL, annexation to carry out SEQ process	April 2008	July 2008	
Santa Clara Valley Habitat Conservation Plan (HCP/NCCP)	Continue participation in HCP/NCCP planning, environmental review, and financing/implementation strategy efforts; effort to be completed during FY 08/09.	FY 05/06	FY 08/09	Associate Planner Golden; Director
Greenbelt Financing and Implementation	Complete Edmundson/ DeWitt/Sunset Area greenbelt/ULL implementation (trade city lands, annex, record easements over County lands, etc)	FY 05/06	6-30-08	Project Planner Bischoff; Director
	Develop draft Greenbelt Financing & Implementation Strategy	FY 05/06	Nov 2007	
	Carry out CEQA analysis as necessary	Nov 2007	March 2008	
	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.	Ongoing	Ongoing	
Complete Update of Historical Inventory; Update of Cultural Resources Preservation Ordinance	Continue work on updated inventory of City's historic buildings and sites/consult with Historical Society, County Historic Heritage Commission & others.	FY05/06	August 2007	Senior Planner Tolentino; Planning Manager
	Draft revision of Cultural Resources Preservation Ordinance	FY 05/06	August 2007	
	Workshop(s) with Planning Commission, City Council and Community on draft ordinance and draft list	Sept 2007	Sept 2007	
	Planning Commission & City Council public hearings to adopt ordinance update & designate appropriate sites and buildings.	October 2007	November 2007	
Complete Architectural Design Review Handbook	Prepare Final Ordinance, Handbook and Gateway Guidelines for downtown residential/mixed use and parking standards. CEQA review of Handbook and accompanying code amendments	FY04/05	August 2007	Senior Planner Linder; Planning Manager
	Conduct workshop for Stakeholders and the Public.	July 2007	July 2007	
	Planning Commission and City Council Public Hearings to adopt Ordinances, Guidelines & Handbook	August 2007	September 2007	

Department: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING COMMISSION & PLANNING DIVISION				
Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Complete Zoning Ordinance Revisions	Complete Drafts of Zoning Code Revisions, in particular: ▪ Design Review Ordinance ▪ Adjust threshold for staff vs ARB approvals (Colgan) ▪ PUD District Chapter 18.30 ▪ Land Use Near Streams & Hillsides Overlay provisions ▪ Refine Residential zoning districts ▪ Ordinances to address Economic Inhibitors ▪ Reconsider use of "First-In PUD Requirement" (Colgan) ▪ Walnut Grove PUD; Condit PUD	Ongoing through fiscal yr	Ongoing through fiscal year	Senior Planners Linder and Tolentino; Planning Manager; Director
	Planning Commission Workshops with Developers/Public	Ongoing through fiscal yr	Ongoing through fiscal year	
	Prepare final proposed Zoning Ordinances and conduct environmental review.			
	Planning Commission and City Council Public Hearings to Adopt Final Zoning Ordinance Revisions	July 1, 2007	June 30, 2008	
Complete Subdivision Ordinance Update with related updates of Municipal Code and residential zoning districts	Continue work with RBF consultant on update of residential districts, Subdivision Ordinance and other related municipal codes; eg street standards, utility undergrounding reqmts	FY 05/06	Ongoing	Senior Planners Tolentino & Linder; Planning Manager; Public Works Staff Liaison
	Consultant work and collaborate with Planning staff and Public Works staff to draft update of Codes; CEQA review of amndmts	July 1, 2007	April 2008	
	Planning Commission and City Council Public Hearings to adopt Revised Subdivision Code/other Muni Code changes	May 2008	June 30, 2008	
Citywide Traffic Model Update	Continue work with traffic consultant to complete up-to-date citywide traffic demand model, coordinating with outcome of South County Circulation Study.	FY 06/07	August 2007	Senior Planner Marlatt; Assistant Planner Golden; Planning Manager; Director
Identification and Analysis of alternative future land use & circulation scenarios	Analyze applicant and city-identified alternative future land use scenarios: Existing General Plan to 2025; Possible General Plan Amendments related to Downtown Plan Update, Industrial Lands, Tennant/101 subregional commercial, and SEQ scenarios	Sept 2007	Nov 2007	
Identify proposed amendments to Circulation and Land Use Elements; incl. Murphy Corridor	Identify any city-initiated proposed amendments to General Plan Circulation Element, Land Use Element, and conduct public workshops, CEQA and public hearings.	Dec 2007	June 2008	

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Project	**Milestones**	**Start Date**	**Completion Date**	**Staff Assigned to Project**
Fee Analyses	Assist Finance Department with study of possible changes to Development Permit Fees and Impact Fees	7-1-07	6-30-08	Planning Manager; Director
Holiday Lake Estates Sewer Financing	Continue work with County, Public Works Dept. and property owners on sewer financing, CEQA, final design and permitting	FY 05/06	6-30-08	Public Works Director; CDD Director
Prezoning & Annexation	Create zoning district to match County zoning; prezone & annexation hearings (annex after property owners approve funds)	3-1-08	6-30-08	
Geographic Information System, Tidemark, and Database Enhancement	Continue to refine & link databases to GIS program, congfigure/upgrade Tidemark, train staff. Consider retaining consultant to assist. (Colgan)	Ongoing	6-30-08	Associate Planner Golden; Dev'mt Services Technicians
Analyze Coyote Valley Specific Plan and EIR to determine need to amend General Plan circulation, greenbelt & other policies.	Attend TAC and Task Force meetings and monitor and coordinate with San Jose and others as needed	FY 05/06	Ongoing	Project Planner Bischoff; Director
	Review and comment on Draft Specific Plan and EIR	6-29-2007	6-30-08	
	Analyze needs for possible changes to Morgan Hill GP	7-1-2007	6-30-08	
Carry out Measure C Micro and Measure F competitions	Complete Council adoption of ordinance revising Measure C criteria;	FY 06/07	7-11-07	Planning Manager Rowe; Planners; Director
	Complete competitions for first phase of Measure F and for Measure C 09/10 Micro allotments	12-20-07	3-1-2008	
	Determine allotments for and announce Fall 2008 Competitions	5-1-2008	6-1-2008	
Improve information related to development review process;	Adopt procedures and forms for pre-application assessment by Planning counter staff; prepare informational handouts regarding development permit process (Colgan)	FY 06/07	6-30-2008	Planning Manager; All Planners; Devmt Services Tech
Enhance consistency of conditions imposed on projects	Adopt CEQA Thresholds of Significance; refine standard language for mitigation measures and conditions of approval	FY 06/07	6-30-2008	