



# MEMORANDUM

DATE: 1/14/2021  
TO: Planning Commission  
FROM: John Swiecki, Community Development Director  
SUBJECT: **Tentative 2021 Planning Commission Work Program**

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In 2020, the Commission requested that staff bring forward a “syllabus” for the Commission’s projected work program in the coming year. Staff has compiled the attached summary of anticipated topics of study, training, potential development proposals, and long-range planning projects that may come before the Commission in 2021. The Commission should note that potential development proposals are tentative and ultimately depend on applicants submitting applications to the City for processing.

## Planning Commission Training

Early in this Commission’s tenure, staff provided basic training about the Commission’s role in the land use process and overview of the General Plan and zoning ordinances’ purpose and function relative to the Commission’s work. Building on that foundation, future training sessions are planned approximately once per month (subject to change depending on staff and/or Commission workload) on other topics relevant to the Commission’s work. These include an overview of the development process (from planning application to building permit to construction), and technical plan review literacy. This evening the Commission is also encouraged to discuss other topics of training interest.

## Long-Range Planning and Policy Projects

The Commission’s 2021 work program will include two significant policy planning projects:

- **2023-2031 Housing Element/Regional Housing Needs Allocation (RHNA)/Plan Bay Area 2050**
  - o The City is mandated to update its General Plan Housing Element every 8-years, and the next update is due to the State of California at the end of 2022. Staff has already launched the planning process for the next Housing Element planning cycle. A key component of the Housing Element is for the City to identify adequate sites to meet its Regional Housing Needs Allocation (RHNA) as assigned by the Association of Bay Area Governments (ABAG). The regional process to determine RHNA is well underway. RHNA is also impacted by another regional planning effort known Plan Bay Area 2050, which is intended to align regional growth patterns and transportation investments to achieve state-established greenhouse gas reduction targets.

- **Objective Residential Development and Design Standards**

- The City received State grant funding under the SB2 Grant Program to update its zoning regulations applicable to new residential development to ensure all standards are objective, as required by state law (Housing Accountability Act and SB 35). The City has hired planning consultants Good City Co. to spearhead this effort. An introductory study session is planned for the Commission in February 2021 to provide a comprehensive overview of the work program, including community outreach.

Current Planning Applications

The attached work program highlights a handful of higher profile planning applications that may be considered by the Commission in 2021. These projects are listed as staff has had extensive conversations with the property owner and/or applicant that indicate an imminent application; however, it should be noted that until an actual application is received the listed projects remain speculative.

**Attachments:**

- A. 2021 Planning Commission work program

**PC 2021 Work Program**

- **PC Training: Monthly (frequency TBD as time allows; goal one meeting/month)**
  - Discretionary versus nondiscretionary projects
  - pre-application and entitlement process/plan reading and literacy
  - Building permit review and supplemental studies
  - Grading permit review and supplemental studies
  - Construction phase and associated studies/activities
  - CEQA- VMT vs. LOS
  
- **Long-Range/Policy Planning**
  - SB2 – Objective residential Standards, SCRO-1 HCP operating program
    - Introductory study session – Feb. 2021
    - Workshop(s) - Feb/March 2021 (Commission may or may not host)
    - Public hearings - Oct. 2021
  - Plan Bay Area 2050/ Regional Housing Needs Allocation (RHNA)
  - Housing Element Update Kickoff – Spring 2021 and following
  - Parking Ordinance Update: Update commercial use parking standards
  
- **Current Planning Projects**
  - Recology expansion
  - Baylands Specific Plan
  - Levinson Property Development (Battery Farm)\*
  - Central Sierra Point Redevelopment\*
  - Quarry Redevelopment\*

\* Denotes application not yet submitted; anticipated application