

**ATTACHMENT 1**

**2024/2025 Planning Division Workplan  
(Two-year horizon)**

**Section 1. General Workplan Elements**

1. Education. Provide support for Commissioners through on-going training and learning opportunities to enable more informed decision-making.
  - Registration for in-state travel to professional trade conferences (i.e. League of California Cities and/or APA)\*;
  - Registration for professional trade webinars (ULI, APA, AEP, etc.) and/or relevant web castings\*; and/or
  - Provide staff-facilitated presentations.

*\* Training and learning opportunities involving “for-fee” registrations will be made available to Commission members on a rolling basis, starting with the newest members first. The number of registrations will be established by the Department budget, which is subject to change from time to time.*

2. Director’s report. Provide a report from the City Planner or Director of Community Development at the end of each Commission meeting to identify upcoming agenda items.

**Section 2. Current Workplan Elements – ~~Strikethrough~~ and Red text denote changes from the prior 2023/2024 Workplan**

	Project Name	Brief Description	Deliverable	Council Authorized (Y/N)	State Mandate (Y/N)	CAP Related Implementation (Y/N)	Status and Program Timeline	Budget Required	Funded (Y/N)	Planning Commission Role
<u>1</u> <b>(NEW)</b>	<u>Supplemental Land Use Element &amp; East Valley Area Plan Amendments</u>	<u>With adoption of the East Valley Specific Plan in Summer 2023, next steps require the Land Use Element and East Valley Area Plan be amended for consistency with the EVSP.</u>	<u>Land Use Element amendment; East Valley Area Plan amendment</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<ul style="list-style-type: none"> <li>• <u>In development</u></li> <li>• <u>Timeline: 3-6 months</u></li> <li>• <u>Est. Spring/Summer 2024</u></li> </ul>	<u>None</u>	<u>N/A</u>	<ul style="list-style-type: none"> <li>• <u>Public Hearing(s)</u></li> <li>• <u>Advisory to City Council</u></li> </ul>
<u>2</u> <b>(NEW)</b>	<u>El Caballo Park Master Plan Environmental Review</u>	<u>Conduct environmental clearance and adopt applicable environmental document in compliance with CEQA and adopt the El Caballo Park Master Plan.</u>	<u>Environmental Document and Final El Caballo Park Master Plan</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<ul style="list-style-type: none"> <li>• <u>In development</u></li> <li>• <u>Timeline: 7-9 months</u></li> <li>• <u>Est. Winter 2024</u></li> </ul>	<u>\$238,935</u>	<u>Yes (ARP dollars)</u>	<ul style="list-style-type: none"> <li>• <u>Public Hearing(s)</u></li> <li>• <u>Advisory to City Council</u></li> </ul>
3	Comprehensive Sign Ordinance Update	Amendment to Article 66 of the Zoning Code to resolve conflicts with first amendment rights and standards for signage	Zoning Code Amendment	No	Yes	No	<ul style="list-style-type: none"> <li>• <del>Not initiated</del> <u>In development</u></li> <li>• Timeline: 6 to 9 months</li> <li>• <del>Est. Fall 2023</del> <u>Est. Winter 2024</u></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>• Subcommittee study session(s) <u>– conducted in 2023</u></li> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>
4	2022 General Plan Amendment	Create a General Plan environmental justice element and update the safety element (Community Protection chapter).	General Plan Amendments	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• In development</li> <li>• Timeline: 12 to 18 months</li> <li>• <del>Est. Winter 2024</del> <u>Deferred</u></li> </ul>	\$29,750	Yes	<ul style="list-style-type: none"> <li>• Informational study sessions</li> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>

5	Pre-Approved ADU Plans <i>Housing Element Program 2.1</i>	Develop sets of pre-approved floor plans to help incentivize new accessory dwelling unit production	Special study	Yes	<del>No</del> <b>Yes</b>	No	<ul style="list-style-type: none"> <li>In Process</li> <li>Timeline: 12 to 18 months</li> <li><b>Est. Winter 2024</b></li> </ul>	<del>\$70,000 to \$100,000</del> <b>\$200,000 - \$250,000</b>	Yes (LEAP Grant)	<ul style="list-style-type: none"> <li>Informational study session(s)</li> </ul>
6	By-Right Approvals for Affordable Housing Projects <i>Housing Element Program 1.3</i>	Amendment to the Zoning Code to require by-right approval of housing projects that includes 20% affordable housing units on sites included in the 6 <sup>th</sup> cycle Housing Element sites inventory.	Zoning Code Amendment	No	Yes	No	<ul style="list-style-type: none"> <li>Not initiated</li> <li>Timeline: 3 to 6 months</li> <li><b>Est. Spring Fall/Winter 2024</b></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
7	Objective Design Standards <i>Housing Element Program 1.7</i>	Amendment to Zoning Code and specific plans to incorporate objective design standards for multi-family residential development projects	Zoning Code Amendment and Specific Plan Amendments	No	Yes	No	<ul style="list-style-type: none"> <li>Not initiated</li> <li>Timeline: 3 to 6 months</li> <li><b>Est. Spring Fall/Winter 2024</b></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
8	Landscape Ordinance Update	Amendment to Article 62 of the Zoning Code to reduce water consumption, to install greywater and rain barrel systems in new single-family homes and to create new landscaping standards as required by the CAP, such as cool roofs on multi-family projects	Municipal Code and Zoning Code Amendments	N/A	No	Yes	<ul style="list-style-type: none"> <li>In process</li> <li>Timeline 8 to 12 months</li> <li><del>Est. Winter 2024</del> <b>Deferred</b></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
9	<u>Comprehensive Active Transportation Plan Strategy</u> ("ATPCATS")	Prepare a multi-modal infrastructure analysis and plan for implementation	Special study	Yes	No	Yes	<ul style="list-style-type: none"> <li>In Process</li> <li>Timeline: 12 to 18 months</li> <li><b>Est. Winter 2025</b></li> </ul>	\$275,000	Yes	<ul style="list-style-type: none"> <li>Informational study session(s)</li> </ul>
10	Affordable Housing Trust Fund ("AHTF") <i>Housing Element Program 3.4</i>	Establish an AHTF to assist in delivery of affordable housing (lower and middle incomes) within the EVSP.	Special study and Zoning Code Amendments.	Yes	No	No	<ul style="list-style-type: none"> <li>Not initiated</li> <li>Timeline: 18 months (from EVSP adoption)</li> <li><del>Est. Winter 2025</del> <b>Deferred</b></li> </ul>	TBD	TBD (Potential REAP 2.0 Grant funding)	<ul style="list-style-type: none"> <li>Informational study session(s)</li> </ul>
11	Urban Forestry Management Plan ("UFMP")	Develop, adopt, and implement an UFMP to plant new trees, track plantings and maintenance in public areas.	Special study and Zoning Code Amendments.	No	No	Yes	<ul style="list-style-type: none"> <li><del>Not initiated</del> <b>Pending Notice to Proceed</b></li> <li>Timeline: 24 months</li> <li><del>Est. Fall 2025</del> <b>Summer 2026</b></li> </ul>	Est. \$665,500	USDA Urban Forestry Grant	<ul style="list-style-type: none"> <li>Informational study session(s)</li> </ul>

<a href="#"><u>12</u></a> <b>(moved)</b>	<del>Building and Permit</del> <a href="#"><u>Land Development</u></a> Processing Guide	Collateral material and marketing material overview of City development services and how to process land use development projects	Informational report	No	No	No	<ul style="list-style-type: none"> <li>• <del>On hold</del> <a href="#"><u>In Progress</u></a></li> <li>• <a href="#"><u>Timeline: 6-8 months</u></a></li> <li>• <a href="#"><u>Est. Fall/Winter 2024</u></a></li> </ul>	None <a href="#"><u>Est. \$150,000</u></a>	<del>N/A</del> <a href="#"><u>Yes</u></a>	<ul style="list-style-type: none"> <li>• Receive and file</li> </ul>
13	Open Space Standards Review and Ordinance Update	Evaluate the open space standards in the downtown specific plan and develop recommendations to right-size the requirements and incorporate new strategies to incorporate green space in new projects	Special study and Specific Plan Amendment	Yes	No	No	<ul style="list-style-type: none"> <li>• In Process</li> <li>• Timeline: 12 to 16 months</li> <li>• <del>Est. Fall 2024</del> <a href="#"><u>Deferred</u></a></li> </ul>	\$40,000 to \$60,000	<del>Yes (LEAP Grant)</del> <a href="#"><u>Grant funding reallocated to Line-Item No. 4</u></a>	<ul style="list-style-type: none"> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>
14	Downtown Parking Study and Ordinance Update	Develop a parking management plan and update off-street parking standards in the downtown area	Special study and Specific Plan Amendment	Yes	No	Yes	<ul style="list-style-type: none"> <li>• In Process</li> <li>• Timeline: 16 to 24 months</li> <li>• <del>Est. Fall 2024</del> <a href="#"><u>Deferred</u></a></li> </ul>	\$75,000 to \$125,000	<del>Yes (LEAP Grant)</del> <a href="#"><u>Grant funding reallocated to Line-Item No. 4</u></a>	<ul style="list-style-type: none"> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>

**Section 3. Recurring Workplan Elements**

	Project Name	Brief Description	Deliverable	Council Authorized (Y/N)	State Mandate (Y/N)	CAP Related Implementation (Y/N)	Status and Program Timeline	Budget Required	Funded (Y/N)	Planning Commission Role
1	Annual Omnibus Code Clean-Up	Amendments to various sections of the Municipal and Zoning Codes to address recent changes in State law, to provide clarity in our regulations, and to correct errors	Zoning Code Amendment(s)	Yes	Yes	No	<ul style="list-style-type: none"> <li>• Not initiated</li> <li>• Timelines: 4 to 6 months</li> <li>• <b>Est. Winter 2024</b></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>
2	Annual Progress Reports for 2023	Annual report of General Plan, Housing Element, and Climate Action Plan implementation	Informational reports	N/A	Yes	Yes	<ul style="list-style-type: none"> <li>• <del>Not initiated</del> <b>Underway</b></li> <li>• Timeline: 2 to 3 months</li> <li>• <b>Est. Spring 2024</b> <b>Housing Element APR presented 4/9/24</b></li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>• Receive and file</li> </ul>

**Section 4. Ongoing Workplan Elements**

	Project Name	Brief Description	Deliverable	Council Authorized (Y/N)	State Mandate (Y/N)	CAP Related Implementation (Y/N)	Status and Program Timeline	Budget Required	Funded (Y/N)	Planning Commission Role
1	Climate Action Plan Implementation	Undertake a variety of actions necessary for implementation of the Climate Action Plan including (but not limited to): <ul style="list-style-type: none"> <li>• EV Parking Ordinance</li> <li>• Alternately-Fueled Water Heater Ordinance</li> <li>• Electric Cooking Appliance Ordinance</li> <li>• Net Zero Energy Reach Ordinance</li> <li>• TDM Ordinance</li> </ul>	Municipal and Zoning Code Amendments, General Plan Amendments, Specific Plan Amendments, Special Studies, Informational Reports	Yes	Partially	Yes	Ongoing	Varies	Partially	<ul style="list-style-type: none"> <li>• Informational study session(s)</li> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>
2	Housing Element Implementation	Undertake a variety of actions necessary for implementation of the 6 <sup>th</sup> cycle Housing Element, including (but not limited to): <ul style="list-style-type: none"> <li>• SB 35 Process Ordinance (Program 1.7)</li> <li>• SB 1087 Process Ordinance (priority water and sewer for affordable housing) (Program 1.7)</li> <li>• Special Needs Housing Ordinances (Program 2.7)</li> </ul>	Municipal and Zoning Code Amendments, General Plan Amendments, Specific Plan Amendments, Special Studies, Informational Reports	Yes	Yes	Partially	Ongoing	Varies	Partially	<ul style="list-style-type: none"> <li>• Informational study session(s)</li> <li>• Public Hearing(s)</li> <li>• Advisory to City Council</li> </ul>

**Section 5. Potential Future Workplan Elements**

	Project Name	Brief Description	Deliverable	Council Authorized (Y/N)	State Mandate (Y/N)	CAP Related Implementation (Y/N)	Status and Program Timeline	Budget Required	Funded (Y/N)	Planning Commission Role
1	Comprehensive Nonconforming Ordinance Update	Amendment to Article 61 of the Zoning Code to update the standards and requirements for nonconforming uses and structures	Zoning Code Amendment	No	No	No	<ul style="list-style-type: none"> <li>On hold</li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
2	Building and Permit Processing Guide <del>(moved – see #12 under Section 2)</del>	<del>Collateral material and marketing material overview of City development services and how to process land use development projects</del>	<del>Informational report</del>	<del>No</del>	<del>No</del>	<del>No</del>	<ul style="list-style-type: none"> <li>On hold</li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Receive and file</li> </ul>
3	Communications and Outreach Strategy	Discuss issues and opportunities community awareness and engagement strategies and identify more effective and efficient ways to get information out to the public	Discussion item	No	No	No	<ul style="list-style-type: none"> <li>On hold</li> </ul>	None	N/A	<ul style="list-style-type: none"> <li>Informational study session(s)</li> </ul>

**Section 6. Completed 2023/2024 Workplan Elements**

	Project Name	Brief Description	Deliverable	Council Authorized (Y/N)	State Mandate (Y/N)	CAP Related Implementation (Y/N)	Status and Program Timeline	Budget Required	Funded (Y/N)	Planning Commission Role
1	Housing Element Update	Update of the City’s goals, policies, and programs to promote the maintenance, improvement, and development of housing opportunities	General Plan Amendment	Yes	Yes	No	<ul style="list-style-type: none"> <li>In development</li> <li>Timeline: 14 to 18 months</li> <li>Est. Fall 2022</li> </ul> <b>COMPLETE</b> (Certified Dec. 2023 by HCD)	\$118,000 plus EIR costs	Yes	<ul style="list-style-type: none"> <li>Informational study sessions</li> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
2	Annual Omnibus Code Clean-Up	Amendments to various sections of the Municipal and Zoning Codes to address recent changes in State law, to provide clarity in our regulations, and to correct errors	Zoning Code Amendment(s)	Yes	Yes	No	<ul style="list-style-type: none"> <li>In development</li> <li>Timelines: 4 to 6 months</li> <li>Est. Winter 2023</li> </ul> <b>COMPLETE</b>	None	N/A	<ul style="list-style-type: none"> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
3	East Valley Specific Plan	New rezoning program to accommodate future housing needs and the appropriate densities	Specific Plan adoption	Yes	Yes	No	<ul style="list-style-type: none"> <li>In development</li> <li>Timeline: 14 to 18 months</li> <li>Est. Summer 2023</li> </ul> <b>COMPLETE</b>	\$147,000 plus EIR costs	Yes	<ul style="list-style-type: none"> <li>Informational study sessions</li> <li>Public Hearing(s)</li> <li>Advisory to City Council</li> </ul>
4	Annual Progress Reports for 2022	Annual report of General Plan, Housing Element, and Climate Action Plan implementation	Informational reports	N/A	Yes	Yes	<ul style="list-style-type: none"> <li>Not initiated</li> <li>Timeline: 2 to 3 months</li> <li>Est. Winter/Spring 2023</li> </ul> <b>COMPLETE</b>	None	N/A	<ul style="list-style-type: none"> <li>Discussion</li> <li>Receive and file</li> </ul>