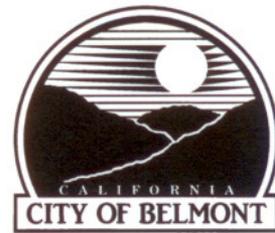


**CITY OF BELMONT
MEMORANDUM**



TO: Planning Commission

FROM: Carlos de Melo, Community Development Director

SUBJECT: February 17, 2009 Planning Commission Meeting – Agenda Item 7A
Priority Calendar – Spring 2009 – Step 2

Summary

This item was originally scheduled for review at the February 3, 2009 Planning Commission meeting and was continued due to time constraints. Staff has attached all materials as presented at the 2/3/09 meeting.

Attachments

- A. February 3, 2009 Planning Commission Staff Memorandum which includes:
- Priority Ranking Ballot (A Sample Ballot is also included as the last page of this staff memo/attachments)
 - Draft Project Description Forms (PDF's) – Current BTL & New Proposals
 - January 20, 2009 Planning Commission Memorandum

ATTACHMENT A

City of Belmont
Community Development

Commissioner Name: _____

PLANNING COMMISSION PRIORITY RECOMMENDATIONS FOR NEW PROJECTS - PRIORITY CALENDAR - SPRING 2009

PLANNING COMMISSIONER BALLOT

Item	Project Description	Source	Est.Hrs	Staff	PRIORITY 1 = First 2 = Second 14 = Last
A.	Parking Lot Lighting/Screening/Security Standards	PC - Previous BTL	150+	CDD/Staff	
B.	Park Property Acquisition	PC - Previous BTL	150+	CDD/Staff	
C.	ACUP's - 10% Site Area Landscape Req.	PC Previous BTL	60+	CDD/Staff	
D.	ZTA - Slope Calculations for Residential Devt.	PC - Previous BTL	125+	CDD/Staff	
E.	Wireless Communications Facility Findings	PC (New from 1/20)	125+	CDD/Staff	
F.	Garage Parking Standards/Reqs & Secondary Units	PC (New from 1/20)	150+	CDD/Staff	
G.	Compilation of Federal, State, Local Preemptions	PC (New from 1/20)	75+	CDD/Staff	
H.	Development of Cut/Fill Standards	PC (New from 1/20)	125+	CDD/Staff	
I.	Hardscape Limits, Parking in Front Yards	PC (New from 1/20)	100+	CDD/Staff	
J.	City "Edges"/Interface Policy	PC (New from 1/20)	100+	CDD/Staff	
K.	Massage Establishment Zoning Limitations	PC (New from 1/20)	125+	CDD/Staff	
L.	Ralston Ave & ADLP "Scenic Corridors" Initiative	PC (New from 1/20)	150+	CDD/Staff	
M.	BZO Section 9.5.4 – Lot Coverage in Yard Areas	PC (New from 1/20)	75+	CDD/Staff	
N.	Utility Structures Design-Pub/Private ROW Areas	PC (New from 1/20)	150+	CDD/Staff	

Attachment B

**Draft Project Description Forms (PDF's) – Current BTL &
New Proposals**

PROJECT DESCRIPTION

Community Development

Project: Parking Lot Lighting, Screening, and Security
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): (none)

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding parking lot lighting, screening, and security.

Staff Recommendation:

- For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

150+
\$0

Milestones:

M01	<u>Prepare issue paper on parking lot lighting, screening, and security.</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	_____
M09	_____
M10	_____
M11	_____

City Council

Due Date: _____ **Actual:** _____

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Park Property Acquisition/Development Along El Camino Real
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Assess opportunity to acquire smaller undevelopable lots along El Camino Real for purposes of conversion to parks.

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 60+
Estimated Contractor costs _____

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>PC review/recommendation on program options</u>
M04	<u>City Council review and adoption of acquisition plan</u>

City Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATUS: Below the Line

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: ACUP's - 10% Site Area Landscape Requirement
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding ACUP's & Associated 10% Site Area Landscaping Requirement.

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours
Estimated Contractor costs

60+

Milestones:

City Council

Due Date: _____ **Actual:** _____

- M01 Prepare issue paper
- M02 City Council direction on options
- M03 Prepare draft Zone Text Amendment language
- M04 Planning Commission review and recommendation
- M05 City Council review and adoption
- M06 City Council second reading
- M07 Ordinance effective
- M08 _____
- M09 _____
- M10 _____
- M11 _____

X

X

STATUS: Below the Line

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Modification of Wireless Communications Facility Findings
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding wireless communications facilities

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City Council

	Due Date:	Actual:
X		
X		

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Garage Parking Standards/Reqs & Second Unit Parking
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding garage & secondary unit parking

Staff Recommendation:

- For Priority Consideration
- No Recommendation
- Below the Line
- Against Study

Estimated Staff Hours
Estimated Contractor costs

150+

Milestones:

- M01 Prepare issue paper
- M02 City Council direction on options
- M03 Prepare draft Zone Text Amendment language
- M04 Planning Commission review and recommendation
- M05 City Council review and adoption
- M06 City Council second reading
- M07 Ordinance effective
- M08 _____
- M09 _____
- M10 _____
- M11 _____

City Council

	Due Date:	Actual:
X	_____	_____
	_____	_____
X	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Cut/Fill Standards
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding cut/fill standards

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	_____
M09	_____
M10	_____
M11	_____

City Council

	Due Date:	Actual:
	_____	_____
X	_____	_____
	_____	_____
X	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Hardscape Limits/Parking In Front Yards
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding property hardscape standards & parking in front yards

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

100+

Milestones:

M01	<u>Prepare issue paper</u>
M02	<u>City Council direction on options</u>
M03	<u>Prepare draft Zone Text Amendment language</u>
M04	<u>Planning Commission review and recommendation</u>
M05	<u>City Council review and adoption</u>
M06	<u>City Council second reading</u>
M07	<u>Ordinance effective</u>
M08	_____
M09	_____
M10	_____
M11	_____

City Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: City "Edges"/Interface Policy
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Assess opportunity to improve city borders with landscape/aesthetic improvements

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

_____ 100+ _____

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	PC review/recommendation on program options
M04	City Council review and adoption of improvement plans

City Council

	Due Date:	Actual:
	_____	_____
X	_____	_____
	_____	_____
X	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
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	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Message Establishments
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding massage establishments & their location/concentration

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours
Estimated Contractor costs

125+

Milestones:

M01	<u>Prepare issue paper</u>			
M02	<u>City Council direction on options</u>	X		
M03	<u>Prepare draft Zone Text Amendment language</u>			
M04	<u>Planning Commission review and recommendation</u>			
M05	<u>City Council review and adoption</u>	X		
M06	<u>City Council second reading</u>			
M07	<u>Ordinance effective</u>			
M08	_____			
M09	_____			
M10	_____			
M11	_____			

City Council

Due Date: _____ **Actual:** _____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Ralston & ADLP "Scenic Corridors"
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec, Public Works
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Assess opportunity to improve Ralston Avenue & Alameda De Las Pulgas with landscape/aesthetic improvements

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 150+
Estimated Contractor costs _____

Milestones:

M01	<u>Prepare issue paper</u>			
M02	<u>City Council direction on options</u>	X		
M03	<u>PC review/recommendation on program options</u>			
M04	<u>City Council review and adoption of improvement plans</u>	X		

City Council	Due Date:	Actual:

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: BZO Section 9.5.4 - Lot Coverage In Yard Areas
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations (BZO Section 9.5.4) regarding maximum percentage of lot coverage in yard areas

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 75+
Estimated Contractor costs _____

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		_____	_____
M02	<u>City Council direction on options</u>	X	_____	_____
M03	<u>Prepare draft Zone Text Amendment language</u>		_____	_____
M04	<u>Planning Commission review and recommendation</u>		_____	_____
M05	<u>City Council review and adoption</u>	X	_____	_____
M06	<u>City Council second reading</u>		_____	_____
M07	<u>Ordinance effective</u>		_____	_____
M08	_____		_____	_____
M09	_____		_____	_____
M10	_____		_____	_____
M11	_____		_____	_____

STATUS:

Comments: New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Utility Structures in Public/Private ROW's
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney, Parks & Rec, Public Works
Contractor(s): _____

Proj. #: CDXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Establish a Policy on Architectural Design/Enhancements for Utility Structures

Staff Recommendation:
 For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours 150+
Estimated Contractor costs _____

Milestones:

M01	<u>Prepare issue paper</u>		
M02	<u>City Council direction on options</u>	X	
M03	<u>PC review/recommendation on policies</u>		
M04	<u>City Council review and adoption of policies</u>	X	

City Council

Due Date:	Actual:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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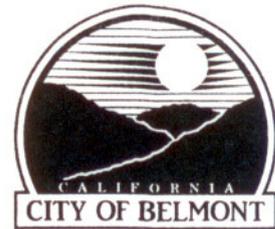
STATUS:

Comments: New program - from Planning Commission

Attachment C

January 20, 2009 Planning Commission Memorandum

**CITY OF BELMONT
MEMORANDUM**



TO: Planning Commission

FROM: Carlos de Melo, Community Development Director

SUBJECT: January 20, 2009 Planning Commission Meeting – Agenda Item 7A
Priority Calendar – Spring 2009 – Step 1

Summary

Based on Council direction, staff created a biannual “Priority Calendar” process for reviewing and prioritizing current and proposed Council policy items. Priority calendar items are special projects beyond the scope of day-to-day service that require significant staff study and are eventually placed on the Council agenda for action.

The main goal of the process necessitates the Council to clearly state their priority for study. This prevents issues from arising randomly throughout the year and overwhelming staff without a clear sense of what is most important to the community. With this greater ability to do effective workload planning, staff will be held to a higher level of accountability for timely deliverables on the calendar.

The Commissions also serve as “eyes and ears” of the community, and typically review many of the policy issues that ultimately go to Council. Thus, it is important to involve Commissions in the development of the Priority Calendar. Council has directed that Commissions provide input annually, during the Spring review. This memo provides background and outlines a role for the Commissions.

Background

In October 2001, the Council adopted the following general process:

- Any Council Member could continue to introduce an Item 9 at any time.
- Item #9’s that meet the threshold for priority calendar issues (or other major projects requested by Council or the City Manager) would have a Project Description Form (PDF) developed and be added to a “proposed” list as they are suggested.
- Council would review the proposed list as well as all pending items twice a year.
- Council would review and approve the “revised” master list to see that the proposed timelines and scopes are appropriate.
- *For Item 9’s that are time sensitive*, a vote by a majority of the Council can request that it be take up “out of order” (before the biannual review). A majority vote would lead to staff developing a PDF and a report to Council with any other relevant background information such as impact on workload. (This specific provision was amended in August 2006)

- ♦ If, after being presented the PDF and background, the Council wanted to move forward with the item prior to the biannual priority-setting, it would require a majority (three votes) to request staff proceed with the study.

The criteria used for priority calendar items are studies or implementation activities that:

- ✓ Require at least 40 hours of staff time
- ✓ Are one-time in nature
- ✓ Have been directed by Council or the City Manager through specific action, including the budget
- ✓ Do not reflect the routine provision of City services
- ✓ Are mandates imposed by the state or federal government, or other funding agencies
- ✓ Are major capital improvements

Council and Commissions must always keep in mind the first priority of staff is the daily provision of quality services to the community, so the ability to take on special projects is limited. In order to ensure that all issues are captured, while recognizing the limited resources available to undertake priority calendar studies, a “below the line,” category of projects was created. These are items that are not expected to be started at the time they are proposed. PDF’s are created for these issues, with the descriptions and estimated hours/cost, but the milestones are not detailed. These items are not acted on, but are kept on the master list for the next biannual review by Council. Should Council desire that staff address an issue earlier than proposed, other projects might need to be adjusted or additional resources secured.

Council Priority Calendar Process

One of the key purposes of the Priority Calendar is to ensure Council, staff and the community is on the same page with regard to the intent of a project and what it takes to complete it to Council’s satisfaction. As such, the PDF’s summarize the scope of the project, the estimated staff hours, the cost beyond staff time, and the major milestones and timeline.

Generally, staff will make “No Recommendation” as the purpose of this process is for Council to set priorities and provide clear direction to staff. However, in some cases, staff will make a recommendation, in which case there is usually a brief explanation in the “Comments” section at the bottom of the PDF.

Developing the Priority Calendar is a three-step process for the City Council:

First Meeting (March 10, 2009)

- Staff reports on Priority Calendar accomplishments of the past year.
- Staff presents current list and new projects that have been proposed to date (with draft Project Description Forms), including commission recommended rankings.
- Public input is solicited.

- Council reviews and seeks clarification on the current issues.
- Council reviews, discusses and seeks clarification on the items to be ranked.
- A vote is taken to remove or modify any current item on the list.
- A vote is taken to remove or modify any new item on the list.

Second meeting (March 24, 2009)

- New PDF's are presented (if any).
- Council is asked if they have any additional discussion on the issues.
- A vote is taken to remove or modify any current items from the list.
- A vote is taken to remove or modify any new items on the list.
- Council will then rank all the remaining new items, by department.
- Staff tabulates the results and reports back to Council.

Third meeting (April 14 or 28, 2009)

- Staff will bring back the list of what they believe can be accomplished within each department; along with completed PDFs, milestones/timelines, and the annual Priority Calendar of when these studies and other known items will be presented to Council.
- This step is in preparation for the Budget setting process.

Commission Role

As an advisor to the City Council, the Planning Commission has a valuable role to play in prioritizing issues you think are worthy of study. There are three important steps for the Commission to fulfill in this process:

1. Review the list of current issues
2. Propose new issues for the Council to consider ranking
3. Prioritize all of the above the items for ranking that fall within their purview

Staff recommends that at this meeting, the Planning Commission complete Steps 1 and 2, as described above. It is requested that the Commission review the attachments and provide the following:

- Any questions regarding the definition/status of current projects (See Attachments B & C)
- Additional new projects or initiatives individual Commissioners would like to offer

The list of "Completed Projects" by staff in 2008 is as follows:

- Permit Efficiency Task Force (Completed in October 2005 – staff continues to implement ongoing recommendations/improvements)

- Zone Text Amendments – Construction Time Limit Ordinance (This was not an item on the Priority Calendar but was directed for completion based on past inquiries from the Council).
- Emmett House Entitlement Review/Relocation

The list of “Existing Projects” that staff is tasked to work on & complete (and available for Commission discussion) includes:

- Emmett House Remodel/Reconstruction Phase
- General Plan Update
- Grand Boulevard (i.e. “Transforming El Camino Real”)
- HIA Annexation
- Historic Preservation Ordinance & Inventory
- Master Parking Plan for Downtown “Village Districts”, 1365 Fifth Avenue Planning, and Downtown Specific Plan Reformat - these three items were combined and are currently being addressed as part of Downtown Village Policy Amendments (i.e. Firehouse Square, Village Center, Belmont Station, etc.,)
- Residential Design Guidelines
- Revision of Zoning Ordinance Definitions – This effort to be commenced upon completion of Residential Design Guidelines project
- San Juan Hills Floor Area/Density Transfer Policies
- Sign Ordinance Revisions (To be prepared in conjunction with City Attorney’s Office)
- Solar Access Ordinance – to be coordinated in conjunction with recommendations for Green Advisory Committee
- Tree Ordinance Revisions

Previously reviewed, “Below-the-Line” topics for Commission review include:

- Administrative Conditional Use Permits
- Parking Lot Lighting, Screening Standards, & Security
- Park Property Acquisition
- Slope Calculations For Residential Development

The Project Description Forms (PDF’s) for all of the above-described projects are attached.

The Council reviews all of the projects in two broad categories: current items and new items (those proposed since the last review as well as those “below the line”). Only the new items will be ranked, but Commissions can recommend, and Council can direct, changes to current items. Thus, the first thing the Commission should do is review the list of current issues and recommend any desired changes. Should the Commission wish to have the Council direct staff to change course on any of the current items (drop, postpone, expedite, etc.), a majority vote is required.

Staff recommends that at this meeting, the Commission discuss any items they would like to add to the list for Council ranking. A majority vote of the Commission is required to propose an item. Please keep in mind that placing an item on the list, or even a favorable Council ranking ensuing for such item, does not guarantee it will be taken up immediately – staff will need to assess the work capacity, given current projects and ongoing responsibilities.

After developing any new items on 1/20/09, the Commission will prioritize all of the new items (Step 2) on 2/3/09. These will include any existing Priority Calendar items for which no work has yet begun (in this case, all of the existing “below-the-line” items), and new items suggested by Staff and the Commission. The ranking process will be the same as is done by Council. If a majority of the Commission does not think an item should even be considered, they should vote to drop it. Of those remaining on the list, each Commissioner should rank the items, with a “1” being the top priority. All Commissioners rankings will be added up, with the lowest “raw score” translating to the highest priorities. The rankings will be shared with Council at their meeting when they begin the process so they have the benefit of your recommendation.

Based on the discussion at this meeting, staff will return on 2/3/09 with a “ballot” for the Commissioners to review and prioritize.

Attachment A describes the adopted Priority Calendar (April 8, 2008)

Attachment B is a list of the Priority Calendar projects that staff is currently working on. This is not necessarily the entirety of the Community Development Department’s projects, and certainly not the bulk of staff’s workload.

Attachment C is the list of currently proposed “below the line” issues from the last ranking that are under the purview of the Commission.

Attachments

- A. Current Priority Calendar & “Above The Line” & “Below The Line” Rankings
- B. Project Description Forms for “Current Issues” being worked on by staff
- C. Project Description Forms for (Below the Line) issues relevant to the Commission