

**CITY OF BELMONT
MEMORANDUM**



TO: Planning Commission

FROM: Carlos de Melo, Community Development Director

SUBJECT: January 4, 2011 Planning Commission Meeting – Agenda Item 5B
Priority Calendar – Spring 2011 – 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, “below the line”, and “suspended 2010” categories of projects was created. These are items that are not expected to be started at the time they are proposed. PDFs 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 (February 8, 2011)

- 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 (February 22, 2011)

- 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 (March 22, 2011)

- 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 C & D)
- Additional new projects or initiatives individual Commissioners would like to offer

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

- Emmett House Remodel/Reconstruction Phase
- Belmont Sign Ordinance Revisions
- General Plan Update

- Belmont “Village Districts” Zoning/Policy Amendments (i.e. Firehouse Square, Village Center, Belmont Station, etc.,)
- Housing Element
- Parking In Front Yards/Circular Driveways
- Grand Boulevard (i.e. “Transforming El Camino Real”)
- Residential Design Guidelines
- San Juan Hills Property Acquisition Master Planning
- Tree Ordinance Revisions

The list of “Suspended 2010 Projects” that staff is tasked to work on & complete (and available for Commission discussion) includes:

- HIA Annexation
- Revision of Zoning Ordinance Definitions – This effort to be commenced upon completion of Residential Design Guidelines project
- Solar Access Ordinance – to be coordinated in conjunction with recommendations for Green Advisory Committee
- Historic Preservation Ordinance & Inventory
- San Juan Hills Floor Area/Density Transfer Policies
- Lot Coverage/Hardscape Limits

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

- Administrative Conditional Use Permits – 10% Landscape Requirement
- Cut & Fill Standards/Requirements
- Compilation of Federal, State, Local Preemptions
- Garage Parking Standards/Reqs & Secondary Units
- Park Property Acquisition – El Camino Real
- Ralston Ave & ADLP “Scenic Corridors” Initiative
- Slope Calculations For Residential Development
- Utility Structures Design-Pub/Private ROW Areas
- Wireless Communications Facility Findings

“New” Projects that will be offered for consideration and ranking by the Planning Commission City Council will include:

- Large Family Day Care Regulations Ordinance – this item was discussed at the November 9, 2010 City Council Meeting
- Green Advisory Committee Initiatives/Ordinances – these include (but are not limited to) Ordinances regarding a) Prohibition of Distribution of Plastic and Single Use Bags, b) Outdoor Water Use Efficiency, c) Construction Demolition/Recycling

The Project Description Forms (PDF's) for 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 1/4/11, the Commission will prioritize all of the new items (Step 2) on 1/18/11. These will include any existing Priority Calendar items for which little or no work has yet begun (in this case, all of the existing “suspended 2010” or “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 1/18/11 with a “ballot” for the Commissioners to review and prioritize.

Attachment A describes the adopted Priority Calendar (May 2010)

Attachment B describes the list of projects and their associated category – Above The Line, Suspended 2010, and Below The line.

Attachment C 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 D is the list of currently proposed “Suspended 2010” and “Below the Line” issues from the last ranking that are under the purview of the Commission.

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Attachments

- A. Current Priority Calendar
- B. “Above The Line”, “Suspended 2010”, & “Below The Line” Ranked Projects
- C. Project Description Forms for “Above the Line Issues” being worked on by staff
- D. Project Description Forms for (Suspended 2010, and Below the Line) issues relevant to the Commission

ATTACHMENT A

Current Priority Calendar

2010/2011 Council Priority Calendar*Adopted on May 25, 2010***May 25, 2010**

-

June 8, 2010

-

June 22, 2010

- Council review and adoption of Belmont Housing Element
- Discuss initial Belmont Fire Protection District Service Provision objectives with Fire Board

July 13, 2010

- Council review and adoption of Belmont Sign Ordinance

July 27, 2010

- Second reading of Belmont Sign Ordinance

August 10, 2010

- Refine BFPD objectives and take direction from Fire Board on potential alternatives

August 24, 2010 – Meeting Cancelled**September 14, 2010**

- Council review and adoption – Parking in front yards/Circular Driveways
- Report to Council – Facilities Condition Management Assessment

September 28, 2010

- Second reading – Parking in front yards/Circular Driveways
- Council direction on options – Master Planning of City-Owned San Juan Hills Lands
- Council approve Cipriani Dog Park design

October 12, 2010

-

October 26, 2010

- Council review and adoption – Residential Design Guidelines

November 9, 2010

-

November 23, 2010

- City Council hearing and adoption – Tree Ordinance
- BFPD Report to Fire Board

2010/2011 Council Priority Calendar

Adopted on May 25, 2010

December 14, 2010

- Council review and adoption of Belmont “Villages Districts” Zoning Text
- Second reading – Tree Ordinance
- Fire Board Study Session – BFPD

December 28, 2010 – Meeting Cancelled

January 11, 2011

-

January 25, 2011

-

February 8, 2011

- Priority Calendar – Step I

February 22, 2011

- Priority Calendar Ranking – Step II

March 8, 2011

-

March 22, 2011

- Priority Calendar Adoption – Step III

April 12, 2011

- Davey Glen Park Improvements Landscaping Design approval by Council

April 26, 2011

-

May 10, 2011

-

May 24, 2011

-

ATTACHMENT B

“Above The Line”, “Suspended 2010”, & “Below The Line” Ranked Projects

PRIORITY CALENDAR STATUS REPORT

Items to Rank Spring 2011

	A	B	C	D	E	F	G
1	Dept	Project Title	Source	Total Hrs.	Remaini ng hrs.	Cost, not inc. staff	Status
4	Community Development						
5	CD	Emmett House Renovations and Site Work - Restoration and Relocation to Sixth and O'Neil	Staff	300	50	\$200,000	Current
6	CD	Belmont Sign Ordinance	CC	300	300	\$25,000	Current
7	CD	General Plan Update	Mandate d	2,000	1,500	\$300-600K	Current
8	CD	Belmont "Village Districts" Zoning	Mandate d	400	200	\$130,000	Current
9	CD	Housing Element	Mandate d	400	50	\$125,000	Current
10	CD	Parking in Front Yards/Circular Driveways	PC	175	50	TBD	Current
11	CD	Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CC/PC	300	250	\$33,000	Current
12	CD	Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 added: Hardscape & Lot Coverage Stds./Landscape Requirements for Residential Development.	PC	150	50	TBD	Current
13	CD	San Juan Hills Property Acquisition - Re-Subdivision/Master Planning of City-owned San Juan Hills Lands	CC	500	475	\$250,000	Current
14	CD	Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	PC	200	125	\$20,000	Current
15	CD	Harbor Industrial Area - To develop annexation proposal and prepare and submit LAFCO annexation application	CC	700	600	\$150,000	Suspend ed 2010
16	CD	Revision of Zoning Ordinance Definitions - Review, revise, update and expand Definitions Section of the Belmont Zoning Ordinance	PC	250	250	TBD	Suspend ed 2010
17	CD	Solar Access Ordinance - Study and propose revisions to zoning regulations regarding solar access.	PC	100	100	TBD	Suspend ed 2010
18	CD	Historic Preservation - Revise Municipal Section and update historic resources inventory	PC	250	225	\$25,000	Suspend ed 2010
19	CD	Refinement of San Juan Hills Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within San Juan Hills	PC	200	150	\$25,000	Suspend ed 2010
20	CD	Lot Coverage/Hardscape Limits - Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards	PC	175	125	TBD	Suspend ed 2010
21	CD	ACUP's - 10% Site Area Landscape Requirement - Study and propose revisions to the zoning regulations regarding ACUP's and Associated 10% Site Area Landscape Requirement.	PC	60+	60+	TBD	BTL
22	CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	PC	125+	125+	TBD	BTL
23	CD	Compilation of Federal, State and Local Reemptions - Prepare a report which documents all Federal, State and Local Preemptions on Zoning Regs.	PC	75+	75+	TBD	BTL
24	CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage & secondary unit parking	PC	150+	150+	TBD	BTL
25	CD	Park Property Acquisition/Development Along El Camino Real - Assess opportunity to acquire smaller undevelopable lots along ECR for purposes of conversion to parks	PC	60+	60+	TBD	BTL
26	CD	Ralston & Alameda de las Pulgas "Scenic Corridors" - Assess opportunity to improve Ralston Ave and ADLP with landscape/aesthetic improvements	PC	150+	150+	TBD	BTL
27	CD	Zone Text Amendment - Slope Calculations for Residention Development - Study and propose revisions to the zoning regulations regarding slope calculations for residential development	PC	125+	125+	TBD	BTL
28	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures.	PC	150+	150+	TBD	BTL
29	CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	PC	125+	125+	TBD	BTL
30	CD	Regulating Large Family Day Care Project	CC				New

PRIORITY CALENDAR STATUS REPORT
Items to Rank Spring 2011

	A	B	C	D	E	F	G
1	Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Status
31	Finance						
32	FN	Belmont Fire Protection District Service Provision	Fire Board	1000	1000	\$200,000	Current
33	FN	Targeted Economic Development Strategy Project - Identify and implement targeted economic development projects within the City	Staff	4,000	1,600	\$350,000	Current
34	FN	Community Artway-Landmark Signage and Landscaping Project - Installation of Monument Signing at the entrance to the City at various locations.	PC	250	200	\$125,000	Suspended 2010
35							
36	Police						
37	PD	Security Alarm Project - Research the feasibility and total costs of creating a direct link to PD dispatch for security alarms.	Staff	200	200	TBD	Current
38							
39	Parks and Recreation						
40	PR	Athletic Field Improvements - North Field Synthetic Turf Project - Capitol projects described in Athletic Field Master Plan updated in 2003	PRC	500	450	\$2,300,000	Current
41	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	PRC	60	45	\$75,000	Current
42	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	PRC	350	250	\$525,000	Current
43	PR	Facilities Condition Management Assessment	CC	200	180	TBD	Current
44	PR	Update on Parks and Open Space Master Plan	PRC	400	400	\$250,000	Current
45	PR	Semeria Park - Design and development of a park. Initial costs are for design from which a development cost estimate will be made.	PRC	350	140	\$433,000	Current
46	PR	Solar Energy Projects - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	CC	400	360	TBD	Current
47	PR	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	PRC	200	120	\$45,000	Current
48	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	PRC	100	100	\$44,000	Current
49	PR	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	PRC	80	80	\$10,000	BTL
50	PR	Barrett field "Off-leash" Dog project	CC				New
51							
52	Public Works						
53	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	CC	4,000	2,000	\$1,400,000	Current
54	PW	High Speed Rail	CC	350	325	TBD	Current
55	PW	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PC	250	200	\$35,000	Current
56	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PC	200	200	TBD	Current
57	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate traffic related problems.	PC	200	200	\$100,000	Current
58	PW	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	CC	280	200	TBD	Suspended 2010
59	PW	Ralston Ave Street Lighting - Develop program for review and replacement of Ralston Ave Street Lighting	PC	100	100	TBD	Suspended 2010
60	PW	Creek Restoration - Develop program for restoration of City creeks.	PC	250	200	\$300,000	Suspended 2010

ATTACHMENT C

Project Description Forms for “Above the Line” Issues

PROJECT DESCRIPTION

Community Development

Project: Emmett House Renovations and Site Work
Source: Staff
Lead: de Melo/Nolfi/Contract Planning Staff/Palatnik
Team: Planning, Redevelopment, Public Works
Contractor(s): Developer, housing manager

Proj. #: CD01
Acct. #: na
Type: Construction
Detailed Workplan Required: N

Description: Restoration and Relocation to Sixth and O'Neill

Estimated Staff Hours	300
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	\$200,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>RDA approval of architect</u>	X			8/16/1999
M02	<u>Exterior preliminary design and cost estimate</u>				5/1/2000
M03	<u>RDA discussion on scope of project and funding</u>	X	6/13/2000		6/13/2000
M04	<u>RDA discussion on scope of project and funding continued</u>	X	7/25/2000		8/8/2000
M05	<u>RDA decision on direction for property</u>	X		10/9/2001	2/12/2002
M06	<u>RDA review of program to move/restore Emmet House</u>		5/14/2002		5/13/2003
M07	<u>RFP circulated</u>			7/25/2003	7/25/2003
M08	<u>Award of contract for bid specification</u>			3/31/2004	
M09	<u>Neighborhood Outreach Meeting for planning approvals</u>			5/15/2004	9/9/2004
M10	<u>Approve Exclusive Right to Negotiate w/ Developer</u>	X		9/14/2004	9/14/2004
M11	<u>RDA explores alternatives / redefines project</u>	X		11/9/2004	11/9/2004
M12	<u>Review Contract / Regulatory Agreement for Project</u>	X		2/11/2005	3/8/2005
M13	<u>Plng Comm Recommendation on Required Entitlements</u>			5/1/2007	5/15/2007
M14	<u>City Council Approval of Req. Entitlements</u>	X		5/8/2007	5/29/2007
M15	<u>Plng Comm Approval of Detailed Development Plan</u>			9/4/2007	9/4/2007
M16	<u>Completion of construction</u>			6/1/2010	2/1/2011

STATUS:

Construction well underway, exterior finishes largely complete, house painted. Regular updates on progress are presented to RDA

Comments:

PROJECT DESCRIPTION

Community Development

Project:	Belmont Sign Ordinance Amendments	Proj. #:	CDXX
Source:	City Council	Acct. #:	
Lead:	de Melo & Zafferano, and PC Subcommittee	Type:	
Team:	Staff, and Sign Consultant(s)	Detailed Workplan	
Contractor(s):		Required:	

Description: Comprehensive Update of Belmont Sign Ordinance

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

Estimated Staff Hours	300
Estimated Contractor costs	\$25,000K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Conceptual Review - Planning Commission				10/6/2009
M02	City Council Discussion & Direction	X	2/9/2010		2/9/2010
M03	Community Meeting		3/19/2010		3/19/2010
M04	Planning Commission Subcommittee Review - Ongoing		4/19/2010		4/19/2009
M05	Planning Commission Review & Recommendation		6/1/2010		#####
M06	City Council Review & Adoption	X	7/13/2010		1/11/2011
M07	2nd Reading	X	7/27/2010		1/25/2011
M08	Ordinance Effective		8/26/2010		2/24/2011
M09					
M10					
M11					

STATUS:

Final Outreach meeting for businesses held on 10/28; good feedback provided. Planning Commission to review Draft Ordinance at 11/16 Meeting. Council review anticipated in January 2011.

Comments:

PROJECT DESCRIPTION

Community Development

Project: General Plan Update
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08
Acct. #: na
Type: Plan
Detailed Workplan
Required: YES

Description: An extensive, labor intensive, multi-year project. This project would potentially include formation of a General Plan Advisory Committee to steer progress on systematic updates to the required elements.

Estimated Staff Hours	<u>2,000</u>
Estimated Staff Hours Remaining as of March 2010	<u>1,500</u>
Estimated Contractor costs	<u>300-600k</u>

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Draft work plan developed</u>		<u>8/4/2006</u>	<u>11/1/2006</u>	<u>11/1/2006</u>
M02	<u>Council review of draft work/phasing plan</u>	X	<u>9/26/2006</u>	<u>1/25/2007</u>	<u>1/25/2007</u>
M03	<u>Council Selection of GP Consultant</u>	X	<u>11/14/2006</u>	<u>2/13/2007</u>	<u>2/13/2007</u>
M04	<u>Develop draft detailed work plan</u>		<u>1/6/2007</u>	<u>2/27/2007</u>	<u>2/27/2007</u>
M05	<u>Council Review of detailed work plan</u>	X	<u>2/13/2007</u>	<u>10/9/2007</u>	<u>10/9/2007</u>
M06	<u>Formulate General Plan Advisory Committee</u>		TBD		
M07	<u>Begin General Plan Update Process</u>		TBD		
M08	<u>PC/CC Study Session</u>		TBD		
M09	<u>Neighborhood Meeting(s)</u>		TBD		
M10	<u>Prepare Environmental Review & GP Update(s)</u>		TBD		
M11	<u>PC Review and Recommendation(s)</u>		TBD		
M12	<u>Council Review & Adoption</u>	X	TBD		
M10	<u> </u>				
M11	<u> </u>				
M12	<u> </u>				

STATUS: Status Report due back to Council based upon 5/11/10 Item 9/Priority Calendar discussion.

Comments: Project scope/milestones to be reformulated based on Council direction.

PROJECT DESCRIPTION

Community Development

Project: Belmont "Villages Districts" Zoning
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08B
Acct. #: na
Type: Plan
Detailed Workplan Required: YES

Description: THREE PROJECTS HAVE BEEN INCLUDED IN THIS PROJECT: 1365 Fifth Ave Planning; Master Parking Plan - Downtown Districts; and Downtown Specific Plan Reformat

Estimated Staff Hours	400
Estimated Staff Hours Remaining as of March 2010	200
Estimated Contractor costs	\$130,000

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01		Draft work plan developed	1/25/2007	1/25/2007
M02	X	PC/CC Study Session	7/29/2008	7/29/2008
M03	X	Council Selection of GP Consultant	10/14/2008	10/14/2008
M04		Neighborhood Meeting(s)	12/4/2008	12/4/2008
M05		PC Study Session(s) - 6/2, 8/18, 9/15, & 10/6/09	6/2/2009	10/6/2009
M06	X	CC Study Session - 11/24/09	11/24/2009	11/24/2009
M07		Prepare Environmental Review & GP Update(s)	9/1/2010	11/1/2010
M08		PC Review and Recommendation	11/2/2010	1/18/2011
M07	X	Council Review & Adoption	12/7/2010	2/8/2011
M08				
M09				
M10				
M11				
M12				

STATUS: Public Hearings on Draft Zoning Text expected in Late Fall/Early Winter 2010.

Comments: PROJECT WILL FOCUS ON ED STRATEGY TARGET SITES, DTSP, AND ECR CORRIDOR FOR FY 07-08. ESTABLISHMENT OF A GP MAINT FEE COMPLETED AS PART OF FY06-07 MASTER FEE SCHEDULE.

PROJECT DESCRIPTION

Community Development

Project: Housing Element
Source: Mandated
Lead: de Melo
Team: Planning Staff & Consultants
Contractor(s): Consultants

Proj. #: CD08A
Acct. #: na
Type: Plan
Detailed Workplan
Required: YES

Description: This project entails formulation, review, and adoption of the City's 2007-2014 Hosuing Element. Completion of this project is a State mandated (HCD) requirement.

Estimated Staff Hours	400
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	\$125,000

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Council Selection of GP Consultant</u>	X	6/10/2008		6/10/2008
M02	<u>Neighborhood Meeting(s)</u>		12/4/2008		12/4/2008
M03	<u>PC Study Session(s) - 4/21, 6/16, & 7/7/09</u>		4/21/2009		7/7/2009
M04	<u>CC Study Session(s) - 4/28, 6/23, & 7/14/09</u>	X	4/28/2009		7/14/2009
M05	<u>Prepare Environmental Review & GP Update(s)</u>		3/26/2010		3/26/2010
M06	<u>PC Review and Recommendation</u>		6/1/2010		
M07	<u>Council Review & Adoption</u>	X	6/22/2010		7/27/2010
M08	<u>Forward to HCD for Final Review/Adoption</u>		7/12/2010		8/12/2010
M07	<u>Certification by HCD</u>		11/12/2010		
M08	<u></u>				
M09	<u></u>				
M10	<u></u>				
M11	<u></u>				
M12	<u></u>				

STATUS:

Public Hearings on Draft Housing Element completed by Planning Commission and City Council in June & July 2010. Council adopted Housing Element on 7/27/10; document forwarded to State Housing & Community Development Department (HCD) on 8/12/10 for certification.

Comments:

PROJECT DESCRIPTION

Community Development

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

Proj. #: CD17
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Study and propose revisions to the zoning regulations regarding parking in front yards and circular driveways

Staff Recommendation:

- For Priority Consideration
 No Recommendation
 Below the Line
 Against Study

Estimated Staff Hours	175
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	_____

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		<u>6/1/2009</u>	
M02	<u>City Council direction on options</u>	X	<u>7/14/2009</u>	<u>7/14/2009</u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u>8/10/2009</u>	<u>2/15/2010</u>
M04	<u>Planning Commission review and recommendation</u>		<u>12/21/2010</u>	
M05	<u>City Council review and adoption</u>	X	<u>2/8/2011</u>	
M06	<u>City Council second reading</u>	X	<u>2/22/2011</u>	
M07	<u>Ordinance effective</u>		<u>3/24/2011</u>	
M08	_____			
M09	_____			
M10	_____			
M11	_____			

Program divided out. PC Hearing on draft amendments occurred on 3/2/10 - item continued for additional research. Second PC Public Hearing conducted on 10/19/10; additional research items requested. Third PC public hearing anticipated in December 2010. City Council review anticipated in February 2011.

STATUS:

PROJECT DESCRIPTION

Community Development

Project: Planning for CalTrain Station / "Grand Boulevard"
Source: City Council / Planning Commission
Lead: de Melo
Team: Davis, CM Office
Contractor(s): _____

Proj. #: CD07
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Prepare plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives

Staff Recommendation:

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

Estimated Staff Hours	300
Estimated Staff Hours Remaining as of March 2010	250
Estimated Contractor costs	\$33K (see Comments below)

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>City Council direction on project scope / planning consultant</u>	X	<u>4/12/2005</u>		<u>4/12/2005</u>
M02	<u>City, SamTrans and consultant finalize project scope</u>		<u>4/30/2005</u>		<u>5/10/2005</u>
M03	<u>City Council appoints citizen committee, if needed</u>		<u>6/14/2005</u>		N/A
M04	<u>Consultant prepares draft landscape / design plan</u>		<u>9/15/2005</u>	<u>11/1/2005</u>	<u>11/1/2005</u>
M05	<u>City Council reviews draft plan</u>	X	TBD		
M06	<u>Planning Commission hearings on draft plan</u>		TBD		
M07	<u>City Council hearing on final plan</u>	X	TBD		

STATUS:

Grant funding for improvements to be solicited (MTC, etc.). Staff is working w/other Peninsula cities on Grand Blvd. Initiative. Neighborhood input to be solicited upon capital improvement or grant funding approval.

Comments:

City has partnered with SamTrans, San Carlos and Redwood City for MTC planning grant to support "Grand Boulevard" objectives. MTC has given grant approval of \$25,000 for Belmont planning; SamTrans will augment for total of \$33,000.

PROJECT DESCRIPTION

Community Development

Project: Residential Design Guidelines
Source: Planning Commission
Lead: de Melo
Team: DiDonato, Planning
Contractor(s) TBD

Proj. #: CD09
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Prepare design guidelines for new and remodeled residential projects, including hillside development issues. Spring 2007 - Hardscape and Lot Coverage Standards was added

Staff Recommendation:

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

Estimated Staff Hours	150
Estimated Staff Hours Remaining as of March 2010	50
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Review examples of guidelines from other cities - prepare issue paper on design guideline issues / preferences</u>		11/3/2006	12/3/2006	12/3/2006
M02	<u>City Council direction on design guidelines</u>	X	12/12/2006	3/27/2007	3/27/2007
M03	<u>Prepare draft guidelines</u>		4/6/2007	12/4/2007	12/4/2007
M04	<u>Planning Commission review and recommendation</u>		6/19/2007	10/19/2010	
M05	<u>City Council review and adoption</u>	X	9/11/2007	11/23/2010	
M06	_____				
M07	_____				

Project reactivated in Fall 2009 - staff working on completion of document, community outreach component. Final version document is expected to be presented to PC & CC for adoption in Fall 2010.

STATUS:

Comments:

PROJECT DESCRIPTION

Community Development

Project: Re-Subdivision/Master Planning of City-Owned San Juan Hills Lands

Source: City Council

Lead: de Melo

Team: DiDonato, Finance, P&R Dept. Planning, City Attorney

Contractor(s): TBD

Proj. #: CDXX

Acct. #:

Type:

Detailed Workplan Required: No

Description: Study and facilitate a master plan for resubdivision of City-owned San Juan Hills Area lands, trail connections, and permanent open space areas.

Staff Recommendation:

For Priority Consideration

No Recommendation

Below the Line

Against Study

Estimated Staff Hours	500
Estimated Staff Hours Remaining as of March 2010	425
Estimated Contractor/Development Review costs	\$250,000

Milestones:

M01	Prepare Issue Paper/Develop Project Scope/Milestones
M02	City Council direction on options <small>Formulate, manage, and facilitate Development Team</small>
M03	(ongoing)
M04	Planning Commission review and recommendation on Master Development Plan
M05	City Council review and approval of Master Development Plan
M06	Facilitate Sale/Transfer of Re-Subdivided Lots
M07	
M08	
M09	
M10	
M11	

City Council	Due Date:	Actual:
	9/1/2010	
X	9/21/2010	
	TBD	
	TBD	
X	TBD	
	TBD	

STATUS: New program from City Council

Comments: Staff has meet with potential developers/project managers in July & August. Council field trip to view clustered development

PROJECT DESCRIPTION

Community Development

Project: Tree Ordinance
Source: PC
Lead: Gervais & de Melo
Team: P&R & Planning Commissioners, City Atty, P&R & Planning Staff
Contractor(s): City Arborist

Proj. #: CD16
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Review and revise tree ordinance. Consider establishing tree regulations in Zoning Ordinance. Includes Admin Review for Tree Removal Permits (2/7/08)

Staff Recommendation:

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

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	125
Estimated Contractor costs	\$20,000

Milestones:

		City Council	Due Date:	Actual:
M01	<u>City Council identifies major objectives</u>	X	<u>10/7/2008</u>	<u>10/14/2008</u>
M02	<u>Research and evaluate policy options</u>		<u>11/3/2008</u>	<u>11/3/2008</u>
M03	<u>Planning Commission identifies preferred options</u>		<u>1/20/2009</u>	<u>11/6/2008</u>
M04	<u>Prepare draft code language</u>		<u>7/15/2010</u>	
M05	<u>Parks & Recreation Commission Hearing & Recommendation</u>		<u>11/3/2010</u>	
M05	<u>Planning Commission Hearing & Recommendation</u>		<u>11/16/2010</u>	
M06	<u>City Council hearing and adoption</u>	X	<u>11/23/2010</u>	
M07	<u>City Council second reading</u>	X	<u>12/14/2010</u>	
M08	<u>Ordinance effective</u>		<u>1/13/2011</u>	
M09	_____			
M10	_____			
M11	_____			

STATUS:

Task force consisting of staff, and Parks & Rec & Planning Commission Members preparing draft amendments to be forwarded to Council in Study Session in Late September.

Comments:

ATTACHMENT D

Project Description Forms for (Suspended 2010, and Below the Line) issues

PROJECT DESCRIPTION

Community Development

Project: Harbor Industrial Area
Source: Council
Lead: City Manager
Team: Planning, Public Works, Finance
Contractor(s): MHA Associates

Proj. #: CD02
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Work with Council Sub-committee and HIA to develop annexation proposal and prepare & submit LAFCO annexation application

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

Estimated Staff Hours	700
Estimated Staff Hours Remaining as of March 2010	600
Estimated Contractor costs	\$150,000

Milestones:	City Council	Due Date:	Revised Date:	Actual:
M01	<input checked="" type="checkbox"/>	<u>City Council adopts resolution supporting annexation process</u>	<u>2/26/2002</u>	<u>2/26/2002</u>
M02		<u>Submit draft annexation proposal to HIA</u>	<u>3/7/2002</u>	<u>3/7/2002</u>
M03		<u>Review and refine annexation proposal</u>	<u>5/31/2002</u>	<u>5/31/2002</u>
M04		<u>Develop annexation approval strategy with HIA</u>	<u>7/12/2002</u>	
M04a		<u>New: Status report to City Council</u>	<u>8/13/2002</u>	<u>8/13/2002</u>
M05		<u>Obtain HIA Board consensus on annexation agreement</u>	<u>9/15/2002</u>	
M06		<u>Prepare implementing programs and ordinances</u>	<u>10/25/2002</u>	<u>ongoing</u>
M07	<input checked="" type="checkbox"/>	<u>City Council adoption of implementing programs and ordinances</u>	<u>11/26/2002</u>	<u>TBD</u>
M08		<u>Prepare LAFCO annexation application</u>	<u>12/27/2002</u>	<u>TBD</u>
M09	<input checked="" type="checkbox"/>	<u>City Council approval of annexation application</u>	<u>1/21/2003</u>	<u>TBD</u>
M10		<u>Submit annexation application to LAFCO</u>	<u>2/1/2003</u>	<u>TBD</u>
M11		<u>Finalization of fiscal agreements</u>	<u>2/14/2003</u>	<u>TBD</u>
M12		<u>Environmental Review</u>	<u>2/28/2003</u>	<u>TBD</u>
M13	<input checked="" type="checkbox"/>	<u>City Council hearings on application</u>	<u>3/11/2003</u>	<u>TBD</u>
M14		<u>LAFCO hearings on application</u>	<u>3/31/2003</u>	<u>TBD</u>
M15		<u>Submittal of final documentation to County and State</u>	<u>4/15/2003</u>	<u>TBD</u>

STATUS:
Comments:

On hold awaiting direction from Council on Annexation application. Discussions are commencing with property owners on voluntary annexation plan.

PROJECT DESCRIPTION

Community Development

Project: Revision of Zoning Ordinance Definitions
Source: Planning Commission
Lead: de Melo
Team: Planning Staff, Zafferano
Contractor(s): TBD

Proj. #: CD02
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Review, revise, update and expand Definitions Section (Section 2) of the Belmont Zoning Ordinance.

Staff Recommendation:

Estimated Staff Hours 250

Estimated Staff Hours Remaining as of March 2010 250

Estimated Contractor costs TBD

Milestones:

		City Council	Due Date:	Revised Date	Actual:
M01	Prepare issue paper on definition revisions / additions. Conduct Planning Commission study session.		TBD		
M02	City Council direction on definition revisions	X	TBD		
M03	Prepare draft Zone Text Amendment language		TBD		
M04	Planning Commission review and recommendation		TBD		
M05	City Council review and adoption	X	TBD		
M06	City Council second reading		TBD		
M07	Ordinance effective		TBD		
M08					
M09					
M10					
M11					
M12					
M13					
M14					
M15					

STATUS:

To be commenced upon completion of Residential Design Guidelines. Project Suspended until later date.

Comments:

Now includes "Redefining Building Height" as part of project scope

PROJECT DESCRIPTION

Community Development

Project: Solar Access Ordinance
Source: Planning Commission
Lead: de Melo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD11
Acct. #: _____
Type: _____
Detailed Workplan
Required: No

Description: Study and propose revisions to the zoning regulations regarding solar access. Consulting services may be required, depending on Council direction.

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

Estimated Staff Hours	100
Estimated Staff Hours Remaining as of March 2010	100
Estimated Contractor costs	TBD

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	<u>Prepare issue paper on solar access.</u>		<u>11/17/2006</u>	<u>TBD</u>	
M02	<u>City Council direction on solar access options</u>	X	<u>1/9/2007</u>	<u>TBD</u>	
M03	<u>Prepare draft General Plan / Zone Text Amendment language</u>		<u>3/30/2007</u>	<u>TBD</u>	
M04	<u>Planning Commission review and recommendation</u>		<u>5/15/2007</u>	<u>TBD</u>	
M05	<u>City Council review and adoption</u>	X	<u>7/10/2007</u>	<u>TBD</u>	
M06	<u>City Council second reading</u>	X	<u>7/24/2007</u>	<u>TBD</u>	
M07	<u>Ordinance effective</u>		<u>8/23/2007</u>	<u>TBD</u>	
M08	_____				
M09	_____				
M10	_____				
M11	_____				

STATUS: Project Suspended until later date.

Comments:

PROJECT DESCRIPTION

Community Development

Project: Historic Preservation
Source: Planning Commission
Lead: de Melo
Team: Planning
Contractor(s): Historic preservation consultants

Proj. #: CD14
Acct. #: _____
Type: _____
Detailed Workplan Required: _____

Description: Revise Municipal Code Section (Structures of Historic or Aesthetic Value) and update historic resources inventory

Staff Recommendation:

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

Estimated Staff Hours	250
Estimated Staff Hours Remaining as of March 2010	225
Estimated Contractor costs	\$25,000

Milestones:

		City Council	Due Date:	Actual:
M01	Prepare Issue paper on historic preservation. Prepare Council study paper.		9/28/2007	9/28/2007
M02	City Council direction on historic preservation issues	X	10/23/2007	10/23/2007
M03	Prepare revised historic preservation ordinance		TBD	
M04	Prepare updated inventory of potential historic resources		TBD	
M05	Planning Commission review and recommendation (required)		TBD	
M06	City Council review and adoption	X	10/12/2010	
M07	City Council second reading	X	10/26/2010	
M08	Ordinance effective		11/25/2010	
M09				
M10				
M11				

STATUS:

Next steps include formulation of task force to review components for amendment & new resources survey. Project Suspended until later date.

Comments:

From Planning Commission - Previously reviewed in 2004. \$40K estimated for consultant to prepare update of historic resources inventory.

PROJECT DESCRIPTION

Community Development

Project: Refinement of San Juan Hills Floor Area Transfer Policies
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD15
Acct. #: _____
Type: _____
Detailed Workplan Required: No

Description: Study and propose revisions to the zoning regulations regarding floor area transfer policies within the San Juan Hills area of the city.

Staff Recommendation:

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

Estimated Staff Hours	200
Estimated Staff Hours Remaining as of March 2010	150
Estimated Contractor costs	\$25,000

Milestones:

		City Council	Due Date:	Actual:
M01	<u>Prepare issue paper</u>		<u>10/1/2008</u>	
M02	<u>City Council direction on options</u>	X	<u>7/14/2009</u>	<u>7/14/2009</u>
M03	<u>Prepare draft Zone Text Amendment language</u>		<u>TBD</u>	
M04	<u>Planning Commission review and recommendation</u>		<u>TBD</u>	
M05	<u>City Council review and adoption</u>	X	<u>TBD</u>	
M06	<u>City Council second reading</u>	X	<u>TBD</u>	
M07	<u>Ordinance effective</u>		<u>TBD</u>	
M08	_____			
M09	_____			
M10	_____			
M11	_____			

STATUS:

Reviewed and continued at 1/13/09 meeting; Reviewed at 7/14/09 CC meeting - direction given; staff underway with preparation of draft text amendment language. Project Suspended until later date.

Comments:

New program - from Planning Commission

PROJECT DESCRIPTION

Community Development

Project: Lot Coverage/Hardscape Limits
Source: Planning Commission
Lead: deMelo
Team: Planning, City Attorney
Contractor(s): TBD

Proj. #: CD17
Acct. #:
Type:
Detailed Workplan Required: No

Description: Study and propose revisions to the zoning regulations regarding lot coverage, property hardscape standards

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

Estimated Staff Hours 175
Estimated Staff Hours Remaining as of March 2010 125
Estimated Contractor costs

Milestones:

Milestone	City Council	Due Date:	Actual:
M01 Prepare issue paper		6/1/2009	
M02 City Council direction on options	X	7/14/2009	7/14/2009
M03 Planning Commission feedback & direction		10/20/2009	
M04 Planning Commission review and recommendation		TBD	
M05 City Council review and adoption	X	TBD	
M06 City Council second reading	X	TBD	
M07 Ordinance effective		TBD	
M08			
M09			
M10			
M11			

STATUS: New program.

Comments: AT 7/14/09 MEETING - GOOD FEEDBACK PROVIDED. Commission Provided feedback/direction in February & March 2010. Project Suspended until later date.

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:

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

City Council

Due Date: _____ **Actual:** _____

STATUS: Below the Line

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:

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:

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:

City Council

Due Date: **Actual:**

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

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
Estimated Contractor costs

150+

Milestones:

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

City Council

Due Date:	Actual:

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
Estimated Contractor costs

150+

Milestones:

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

City Council

Due Date:	Actual:

STATUS:

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 125+
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