

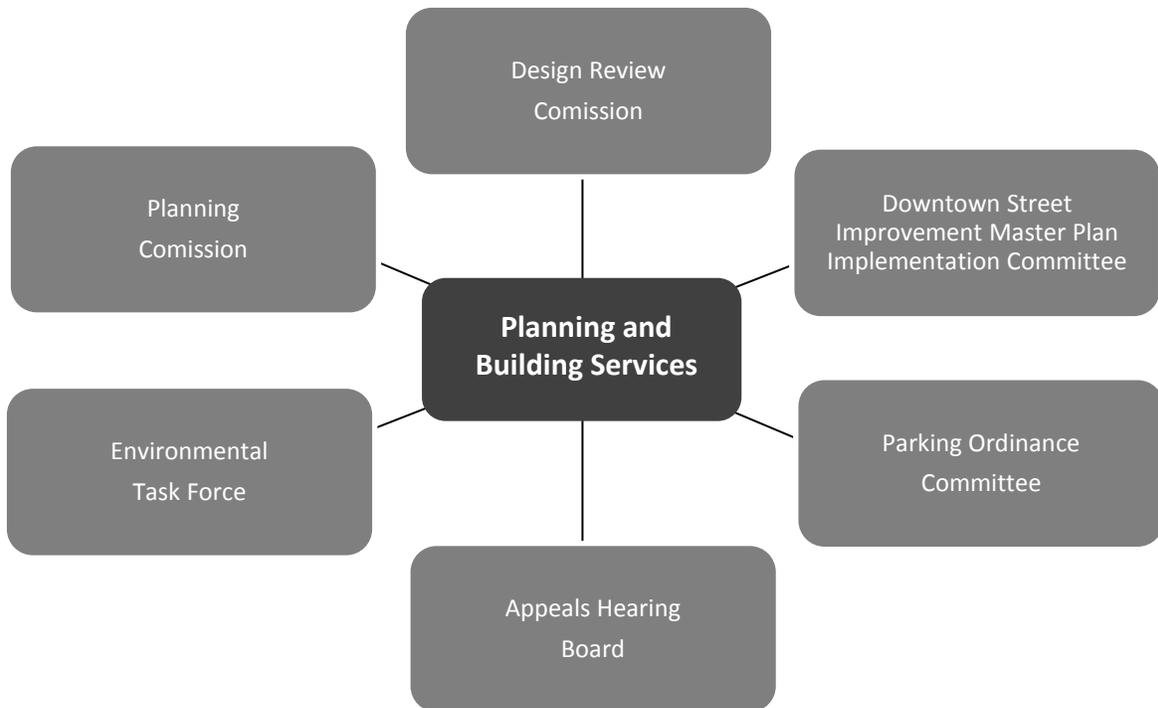
# Fiscal Year 2016-17 Work Plan



**City of Lafayette  
Planning and Building Department  
May 23, 2016**

**Primary Responsibilities**

1. Implement the goals of the General Plan and Downtown Specific Plan.
2. Staff and provide professional recommendations to the following boards:
  - Planning Commission
  - Design Review Commission
  - Appeals Hearing Board
  - Environmental Task Force
  - Downtown Street Improvement Master Plan Implementation Committee
  - Parking Ordinance Committee
3. Provide quality assistance to the public in the areas of zoning, planning, land use and related activities.
4. Hear and decide discretionary approvals administered by the Zoning Administrator.
5. Process and review development applications in a timely and professional manner.
6. Undertake long range planning studies and updates to the General Plan and zoning ordinance.
7. Monitor and comment on regional planning and development issues.
8. Process applications for building permits.
9. Investigate and resolve code violations.



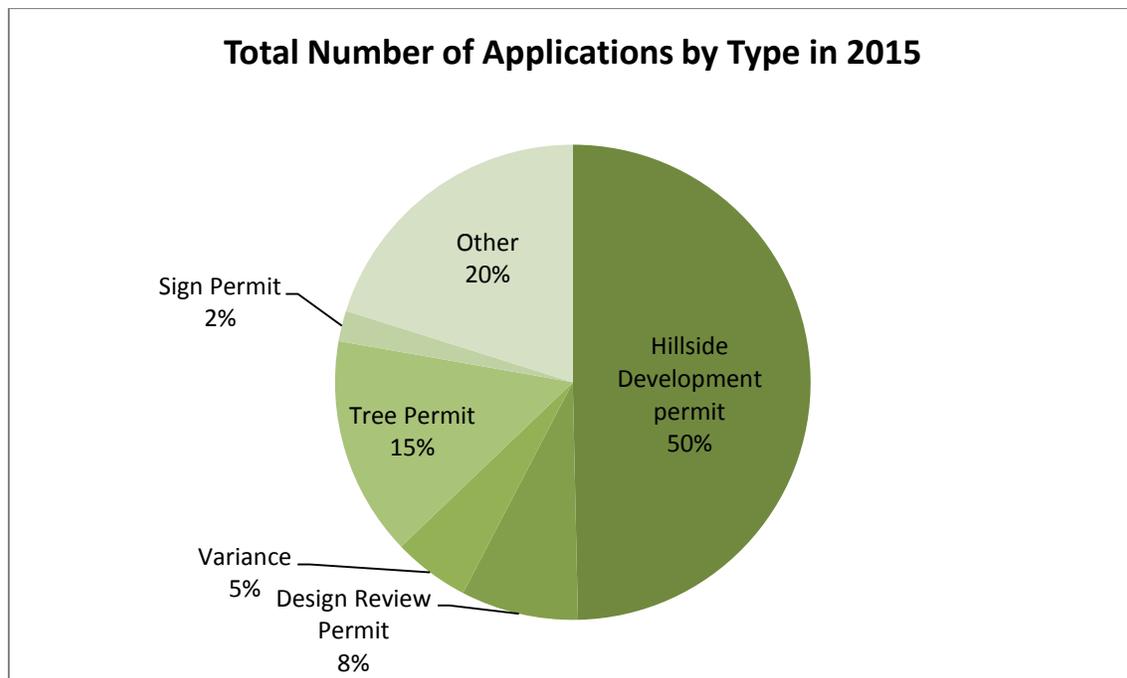
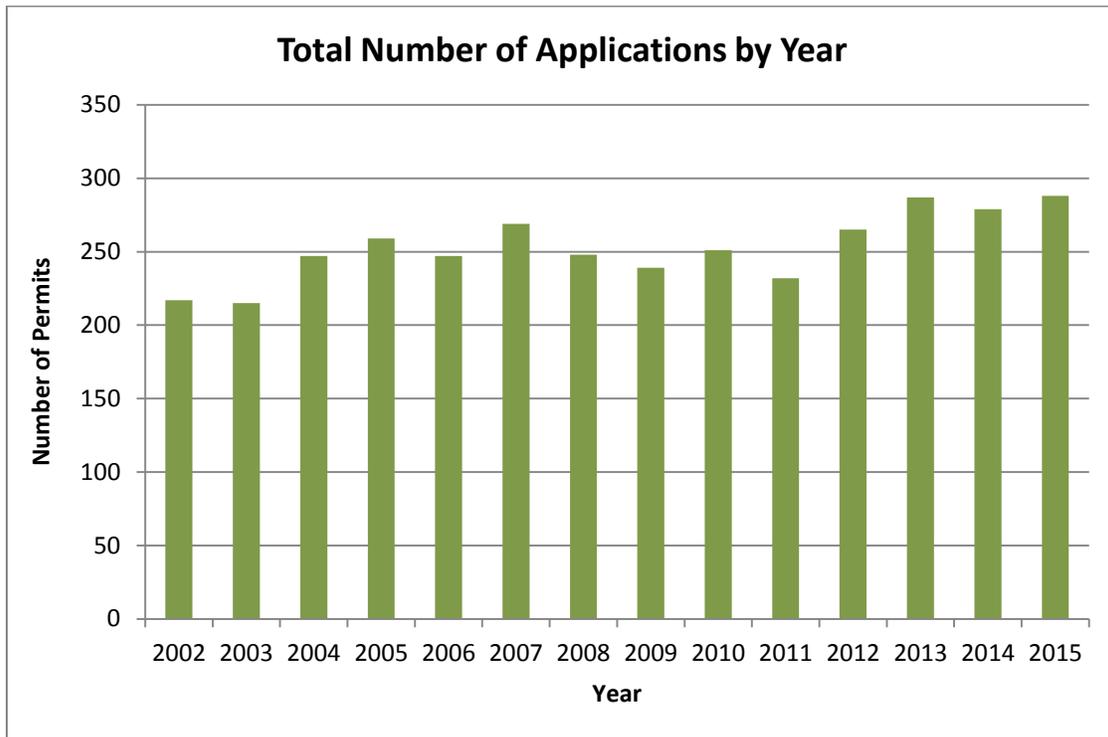
## Applications Summary 2002-2015

Type <sup>1</sup>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total
Certificate of Compliance	-	1	2	1	1	1	0	0	2	1	1	1	0	1	12
Change of Address	19	4	0	10	10	5	10	8	11	4	14	6	8	15	124
Design Review	65	34	35	40	51	32	40	24	26	22	26	22	30	23	470
General Plan Amendment	0	2	3	1	0	0	2	3	1	1	1	0	1	0	15
Grading Permit	-	-	3	3	1	3	1	2	2	3	1	13	12	10	54
HDP/DR (OTC)	-	-	-	-	-	87	75	72	97	73	95	117	83	91	790
Hillside Development	40	91	98	104	97	62	48	45	33	39	35	38	41	52	823
Land Use Permit	16	7	6	13	8	6	5	1	17	15	11	5	3	9	122
Lot Line Revisions	7	6	9	10	11	11	8	9	5	7	3	9	8	7	110
Minor Subdivision	1	4	5	6	6	2	1	1	0	2	3	2	1	2	36
Rezone	1	2	2	2	0	0	1	0	0	1	0	0	0	1	10
Right of Way Abandonment	0	0	4	1	0	0	0	4	0	0	0	1	1	1	12
Second Unit <sup>2</sup>	-	10	11	6	5	5	8	7	5	4	5	3	2	6	77
Sign Permit	10	16	10	13	6	10	9	16	10	2	12	6	10	6	136
Temporary Land Use	6	3	3	3	3	3	3	4	4	4	5	4	4	2	51
Tract	1	0	2	1	0	0	0	0	0	0	1	0	0	0	5
Tree Permit	-	2	19	18	19	13	16	15	28	32	32	35	45	43	317
Variance	50	27	34	25	28	27	21	22	10	21	15	12	14	15	321
Wireless Facilities <sup>4</sup>	-	-	-	-	-	-	-	-	-	-	-	12	8	3	23
Zoning Text Amendment	1	7	1	2	1	2	0	6	0	1	5	1	7	1	35
<b>TOTAL <sup>3</sup></b>	<b>217</b>	<b>215</b>	<b>247</b>	<b>259</b>	<b>247</b>	<b>269</b>	<b>248</b>	<b>239</b>	<b>251</b>	<b>232</b>	<b>265</b>	<b>287</b>	<b>279</b>	<b>288</b>	<b>3,544</b>

<sup>1</sup> "-" indicates that the application type did not exist at that point in time.

<sup>2</sup> Second Units processed under a Land Use Permit prior to 2003 / WCF permits processed under Land Use Permits prior to 2012.

<sup>3</sup> Does not include SPA or Study Session Applications (Note: There were 7 Study Session applications in 2015)

**Applications Summary 2002-2015**

**Planning Commission**

The Planning Commission was established to implement the planning and zoning regulations of the City of Lafayette. See the table below for their agenda load from 2001-2015:

PLANNING COMMISSION AGENDA LOAD 2001-2015															
Planning Commission	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of meetings	28	28	29	25	27	24	25	23	21	26	23	26	20	18	24
Number of items considered	116	122	84	115	70	78	77	60	48	38	36	55	41	37	64
Number of new applications considered	7	37	44	40	34	42	33	34	29	19	24	23	24	18	34

The Planning Commission’s 2016-2017 proposed work plan is as follows:

- Review and revise the hillside ordinance’s two-phased review process.
- Implement the General Plan and the Downtown Specific Plan.
- Exercise the powers and duties prescribed by the statute and ordinance and as assigned by the City Council.
- Hear and decide land use permits, variances, design review, hillside permits, and subdivision approvals.
- Advise the City Council on administration of the laws governing approval of rezoning, planned developments, and ordinance changes.
- Evaluate planning procedures to provide services in the most expeditious fashion without sacrificing quality of review.
- Evaluate the existing level of review of new development and where necessary to implement General Plan goals and recommend changes to the City Council.

**Current Commissioners:**

- Patricia Curtin, Chair
- Jeanne Ateljevich, Vice Chair
- Thomas Chastain
- Peter Gutzwiller
- Will Lovitt
- Kathryn Lyddan
- J. Allen Sayles

Woodbury Highlands, Ecovive, Lennar, Chase Bank, 949 Moraga Road, Safeway, Fiesta Lane – Downtown development dominated the Planning Commission’s agenda in FY15-16



**Design Review Commission**

The Design Review Commission was established to advise the Planning Commission and City Council on matters relating to aesthetics and the physical appearance of the City of Lafayette, as well as on those matters for which it is the designated decision making body. See the table below for their agenda load from 2001-2015:

DESIGN REVIEW COMMISSION AGENDA LOAD 2001-2015															
Design Review Commission	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of meetings	19	29	33	27	28	28	25	20	22	24	18	20	18	27	30
Number of items considered	129	166	165	215	143	150	124	110	82	60	40	69	54	88	91
Number of new applications considered	43	57	88	68	65	72	52	39	27	28	24	26	39	33	27

The Design Review Commission’s 2016-2017 proposed work plan is as follows:

- Update the Residential Design Guidelines.
- Hear and decide applications for design review and hillside development permits.
- Serve as a referral body to the Planning Commission on land use, subdivision, and variance applications.
- Process and review applications in a timely and professional manner.
- Support the Downtown Street Improvement Master Plan Implementation Committee.

**Current Commissioners:**

- Bob Cleaver, Chair
- Andre Ptaszynski, Vice Chair
- Gordon Chong
- Richard Marshall
- Ritch Voss



Construction monitoring – a new condition of approval was implemented by the Design Review Commission in 2015 to ensure consistency with approved plans

**Zoning Administrator**

The Assistant Planning and Building Services Director acts as the Zoning Administrator. The Zoning Administrator may act on minor projects such as changes in exterior colors and materials, landscaping and paving improvements, ground-level additions and accessory buildings. The Zoning Administrator also has the discretion to refer an application to the Design Review Commission or to the Planning Commission. See the table below for the Zoning Administrator’s agenda load from 2001-2015:

ZONING ADMINISTRATOR AGENDA LOAD 2001-2015															
Zoning Administrator	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of meetings	n/a	22	28	28	21	24	22	19	16	16	20	23	20	23	24
Number of new applications considered	56	60	54	61	53	51	40	35	22	23	27	38	24	29	34

**Downtown Street Improvement Master Plan Implementation Committee**

The City of Lafayette adopted its Downtown Street Improvement Master Plan in 1988. The Plan guides developers and staff in making improvements to street frontage in downtown Lafayette. The goal of the plan is to develop a cohesive, positive visual image for Lafayette’s downtown while providing amenities to make the downtown a more comfortable, safer and enjoyable place. The five members of the Downtown Street Improvement Master Plan Implementation Committee (DSIMPIC), appointed by the City Council, are charged with implementation of the Plan.

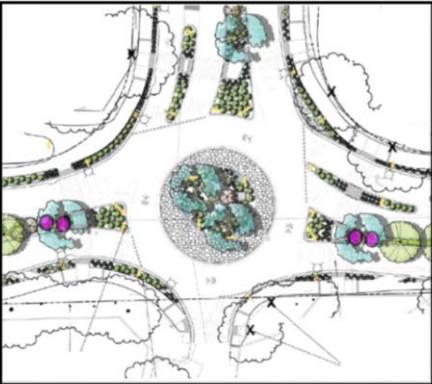
**Tasks undertaken in 2015-16**

- Developed a replanting plan to replace trees lost in the Pleasant Hill Road medians.
- Reviewed the landscape design for the new roundabout at Pleasant Hill Road and Olympic Boulevard.
- Updating the DSIMP standards and specifications booklet.
- Reviewing private developments impacting the public realm.
- Working with the East End Coalition to update the East End section of the Plan.
- Working with Public Works to reduce maintenance and watering costs for medians in the Downtown.



**Tasks for 2016-17**

- Update the DSIMP standards and specifications booklet.
- Review private developments impacting the public realm.
- Work with the East End Coalition to update the East End section of the Plan.



**Current Committee Members:**

- Jeanne Ateljevich, Chair
- Martha Lee, Vice Chair
- Bob Cleaver
- Erling Horn
- Pamela Winther

**Environmental Task Force**

The City is committed to developing and implementing environmental policies and programs that will enable the City and its residents to meet their present needs without sacrificing the ability of future generations to meet their needs. The Task Force’s responsibilities include:

- Developing and implementing environmental policies and programs from the Environmental Strategy
- Developing an Environmental Action Plan
- Monitoring environmental indicators annually, such as:
  - Water Consumption
  - Electricity Use
  - Natural Gas Use
  - Solar Permit Applications

**Tasks undertaken in 2015-16**

- Joined a Community Choice Aggregation Program- Marin Clean Energy (MCE)
- Joined various PACE Programs
- Applied for an electric vehicle charging station grant
- Joined the East Bay SunShares Program
- Selected Green Award recipients
- Implemented the California Youth Energy Services Program
- Worked on the Environmental Action Plan

**Tasks for 2016-17**

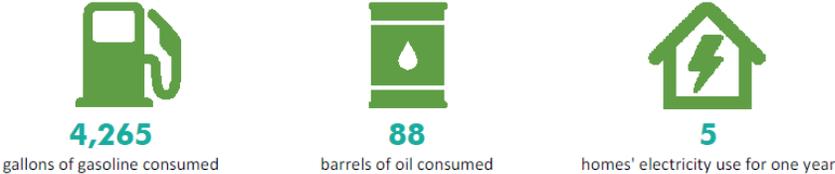
- Implement Community Choice Aggregation Program- MCE
- Undertake the PACE Program community outreach
- Complete a water efficient landscape ordinance
- Complete Environmental Action Plan
- Select Green Award recipients

**Current Task Force Members:**

- Greg Meronek, Chair
- Mark Higgins , Vice Chair
- Bart Carr
- John Hansen
- Dick Holt
- Kathryn Lyddan
- Nicholas Mack
- Matthew Rodger
- Linda Staaf



The 2015 California Youth Energy Services Program implemented in Lafayette installed energy and water savings devices in local homes. The improved efficiency prevents 37.9 metric tons of CO2 from entering the atmosphere each year which is the equivalent of:



**Code Enforcement**

Complaints Received in 2015														
Inquiry Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Animals	1	2	4	1	0	3	5	7	10	3	2	2	40	6.1%
Building	0	6	5	7	6	8	8	24	7	15	10	11	107	16.3%
Fire Hazards	0	0	0	0	2	8	7	5	5	0	0	0	27	4.1%
Noise	1	1	6	6	5	13	10	12	12	22	6	6	100	15.2%
Other	3	3	7	0	3	9	8	14	7	15	7	10	86	13.1%
Plastic Bag/Styrofoam	0	0	0	0	0	0	4	2	1	0	0	0	7	1.1%
Property Maintenance	1	2	0	1	5	4	3	3	1	0	0	0	20	3.0%
Public Property	0	2	1	1	1	3	6	1	5	6	1	0	27	4.1%
Screening (inoperable vehicles, boats, debris, ect.)	2	1	5	9	11	10	5	10	8	7	7	5	80	12.2%
Temporary Signs	0	10	7	7	3	6	2	5	6	4	3	2	55	8.4%
Zoning	2	4	7	10	10	13	13	17	11	7	5	9	108	16.4%
<b>TOTALS</b>	10	31	42	42	46	77	71	100	73	79	41	45	<b>657</b>	-
<b>Violations</b>	3	4	15	16	23	38	37	46	33	43	24	19	<b>301</b>	-

A third of the complaints received annually are about zoning and building violations



## Code Enforcement Appeals Board

The Code Enforcement Appeals Board hears appeals to code enforcement citations and appeals to decisions related to the Code Enforcement Chapter of the Lafayette Municipal Code (Chapter 8-21). The board consists of three members and convenes on an as-needed basis.

### Tasks undertaken in 2015-16

- The board has held three meetings to hear two appeals during the 2015-2016 fiscal year:
  - October 20, 2015
  - March 8, 2016
  - April 12, 2016

### Current Code Enforcement Appeals Hearing Board Members:

- Clyde Long, Chair
- Don Anderson
- Greg Meronek

Before



After

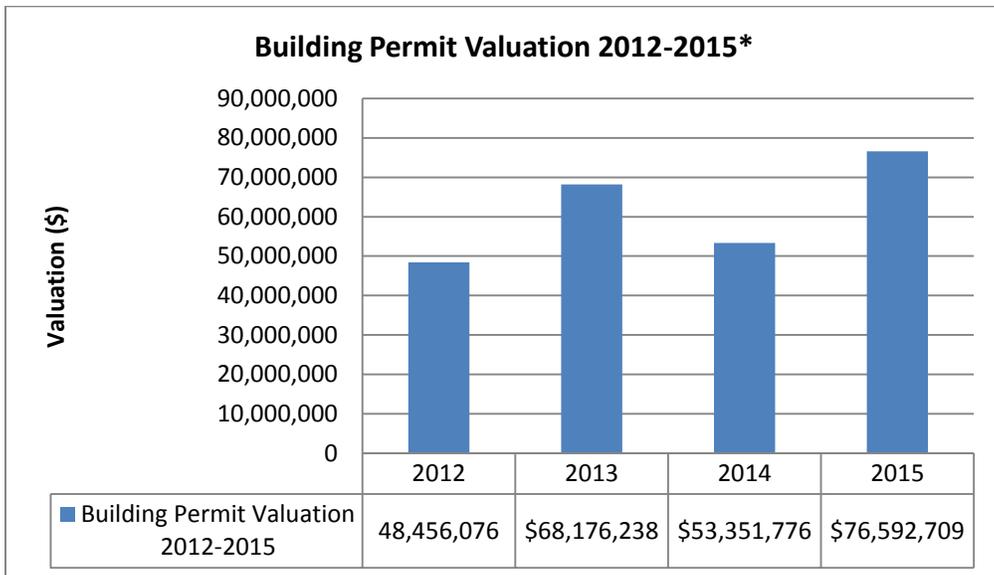
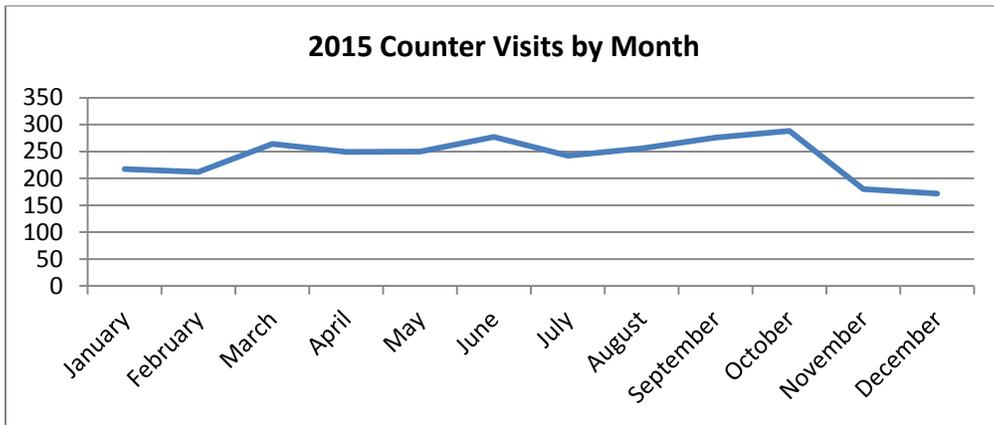
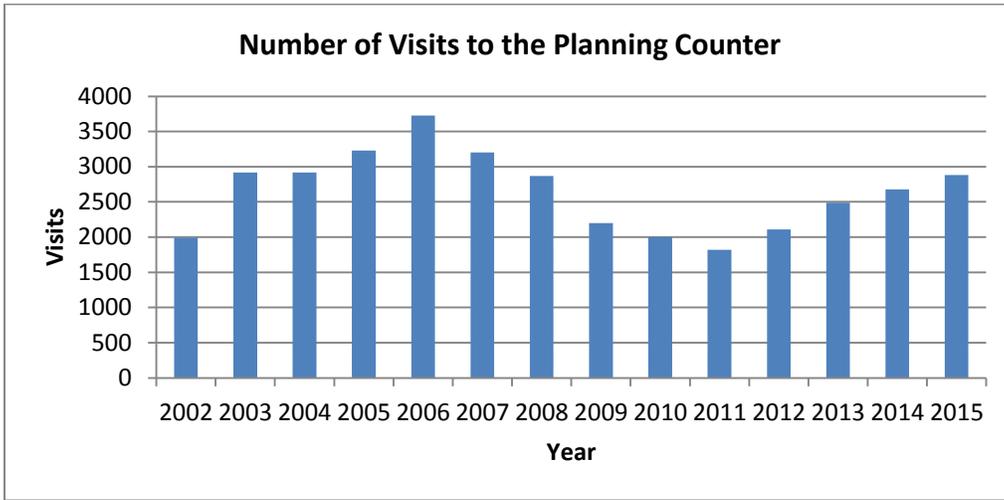


**Planning Counter: Noon to 5 PM Weekdays**

PUBLIC ASSISTANCE: PLANNING COUNTER VISIT LOG <sup>4</sup> - 2002 - 2015														
Month	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	-	243	288	236	266	217	259	209	116	155	159	199	236	217
February	-	235	129	288	282	297	243	175	126	117	155	197	196	212
March	-	275	300	314	187	382	347	184	174	156	184	195	222	264
April	-	273	279	254	292	295	225	212	182	180	184	228	258	249
May	276	249	266	279	337	295	213	196	172	196	232	236	280	250
June	249	268	299	321	373	293	321	191	184	162	208	184	263	277
July	263	267	271	311	340	304	240	204	216	152	152	240	224	242
August	240	315	273	249	313	308	257	181	211	150	168	238	223	256
September	251	241	254	300	356	317	233	165	164	160	180	235	215	276
October	245	252	226	240	374	306	224	185	189	152	208	238	207	288
November	188	163	179	277	269	287	157	170	166	144	180	164	176	180
December	186	136	153	159	338	196	151	127	102	96	97	134	178	172
<b>TOTAL</b>	<b>1991</b>	<b>2917</b>	<b>2917</b>	<b>3228</b>	<b>3727</b>	<b>3202</b>	<b>2870</b>	<b>2199</b>	<b>2002</b>	<b>1820</b>	<b>2107</b>	<b>2488</b>	<b>2678</b>	<b>2883</b>

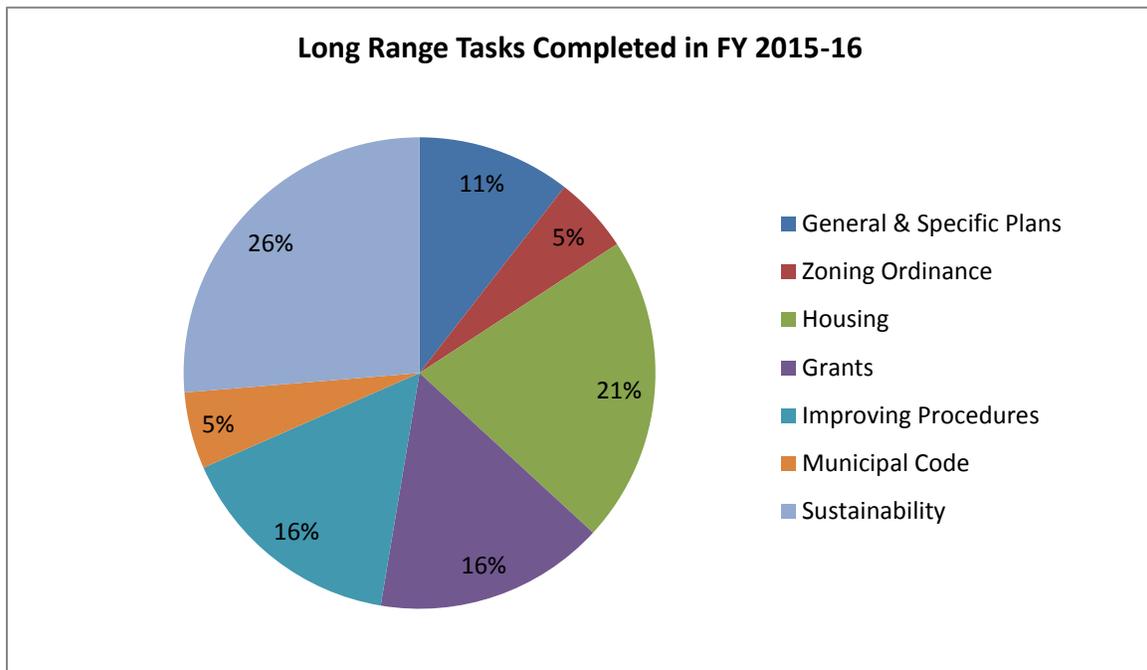
<sup>4</sup> Number of persons per month based on counter sign-in sheets. Public assistance is also provided via e-mail and telephone.

**Planning Counter**



\* Does not include grading, electrical, mechanical and plumbing permits

## Long Range Tasks Completed: 2001 – June 30, 2016<sup>5</sup>



### General and Specific Plans

1. General Plan Update
2. Downtown Specific Plan
3. Public Art Master Plan
4. Open Space Plan
5. Growth Management Element Update
6. Rural Residential -5 study and amendments to the General Plan Map
7. Downtown Design Guidelines
8. State-certified Housing Element (2002, 2011, 2015)
9. Reclassification of APO parcels

### Zoning Ordinance

1. Recreation Court Ordinance
2. Tree Protection Ordinance
3. Plaza Way Overlay Ordinance
4. Medical Marijuana Dispensary Ordinance
5. Wireless Communications Facilities Ordinance
6. Public Art Ordinance
7. Senior Housing Overlay Ordinance
8. Hillside Ordinance Revisions (2002/2003 & 2006)
9. Rezoning of Parcels to LR-5, LR-10; Creation of the LR-5 District
10. Lot Line Adjustment Ordinance Revisions
11. Parking Ordinance Revisions to Update Parking Development Payment Fees
12. Design Review Chapter Revisions to Add Structures Exceeding 17-ft. in Height Trigger

<sup>5</sup> Tasks in green indicate tasks that are completed or will be completed during this fiscal year.

**Long Range Tasks Completed: 2001- June 30, 2016****Zoning Ordinance (continued)**

13. Sign Ordinance Revisions
14. Code Enforcement Ordinance Revisions
15. Second Unit Ordinance Revisions
16. Digitizing Zoning Map
17. Design Review Findings for Downtown Development
18. Sunset Period to Convert Units Back to Residential Use
19. Livestock (chicken) Regulations
20. Tree Protection Ordinance Update
21. Public Art Ordinance Update
22. Downtown demolition regulations
- 23. Medical Cannabis Ordinance Update**



Tree Permits can now be submitted  
online without having to visit City  
Offices

**Housing**

1. Reasonable Accommodations Ordinance
2. Emergency Shelter Ordinance
3. Zoning Ordinance Revisions to Allow Housing by Right in the Downtown
4. Zoning Ordinance Revisions to Amend Manufactured Housing Regulations
5. Density Bonus Policy
6. Inventory of Illegally Converted Residential Structures in the Downtown
7. Zoning Ordinance Update to include Transitional and Supportive Housing
8. Density Bonus Ordinance
9. Inventory of Vacant and Underdeveloped Land within City Limits and Sphere of Influence
- 10. Annual evaluation of DSP, RHNA and Emergency Shelter Sites**
- 11. Housing Element Update and State Certification 2015-2022**
- 12. Inclusionary Housing Ordinance**
- 13. Annual Report to HCD**

**Municipal & Other Codes**

1. Property Maintenance Ordinance
2. Massage Establishment Ordinance
3. Construction and Demolition Debris Recycling Ordinance
4. Recycled Water Ordinance
5. Grading Ordinance Revisions
6. Very High Fire Hazard Severity Zones Map for Lafayette
7. 2010 California Fire Code Adoption
8. Smoking Regulations

## Long Range Tasks Completed: 2001 – June 30, 2016 <sup>6</sup>

### Municipal & Other Codes (continued)

9. Single Use Carryout Bags and Food Packaging Recycling Ordinance

### 10. Streamlined Building Permit Process for Small Residential Rooftop Solar Energy Systems

### Grants

1. Energy Efficiency and Conservation Block Grant (\$137,000): convert downtown streets lights to energy efficient fixtures
2. Energy Efficiency and Conservation Block Grant (\$26,500 + \$22,000 match from housing funds): install energy efficient appliances at Chateau Lafayette and replace a roof
3. Technical Assistance Program Grant (\$50,000)
4. Bay Area Quality Management District (BAAQMD) grant (\$75,000): carbon modeling of the Downtown Strategy alternatives
5. East Bay Energy Watch Grant (\$5,700): outreach for energy efficiency upgrades in residential properties
6. **CalRecycle Grant (\$5,000 in 2010, \$6,660 in 2011, \$6,755 in 2012, \$6,768 in 2013, \$6,666 in 2014, and \$6,766 in 2015)**
7. **Rising Sun Energy Center's California Youth Energy Services (\$150,000 in 2015, and \$160,000 in 2016): provide residents with no-cost energy and water conservation services**
8. **Bay Area Air Quality and Management District (BAAQMD) Charge! grant (\$12,000): electric vehicle charging stations in the downtown**

### Other

1. Redevelopment 5-year Implementation Plan
2. Environmental Strategy
3. Multi-Jurisdictional Hazard Mitigation Plan
4. 2009-10 Lafayette Stimulus Package adoption and Application
5. Downtown Core Parking Assessment
6. Priority Development Area Designation of the Downtown
7. Municipal and Community Greenhouse Gas Emissions inventory 2005 and 2010
8. Walkways and Drainage Impact Fees Revisions
9. Conservation and Scenic Easement Document Revisions
10. Demolition of Structures in the Downtown Policy
11. Temporary Homeless Shelters Policy
12. Public Notification Policy
13. Participation in Sustainable Communities Strategy and RHNA processes
14. Commenting on DEIR for Moraga's Bollinger Project
15. **Commenting on Scoping of EIR for Saranap Village Project**
16. **Joined a Community Choice Aggregation program- Marin Clean Energy**
17. **Joined East Bay SunShares program enabling the installation of residential rooftop solar**

In 2015, as part of the East Bay Sun Shares Program, solar panels totaling 235.9 kW were installed in thirty seven homes



<sup>6</sup> Tasks in green indicate tasks that are completed or will be completed during this fiscal year.

**Long Range Tasks Completed: 2001- June 30, 2016****Streamlining/Improving Procedures**

1. Advanced the packet deliveries to the Planning and Design Review Commission to a minimum of five days before the meeting: Allows the public and Commissions more time to read the reports
2. Advance posting of application materials and plans to the City's website when Notice of Public Hearing is mailed, rather than waiting until the staff report is prepared: Provides the public an early and easy means to access materials
3. Customer satisfaction survey distributed to applicants after action on an application and available at the Planning counter: to improve the way we do business
4. Process authorizing the City Manager, rather than City Council, to execute standard agreements (Landscape Maintenance Agreement, Storm water, and Second Units): Saves time for applicants
5. Municipal code revisions to allow most applications to be acted upon by the zoning administrator: Saves applicants time and money
6. Creation of the assisted-zoning administrator (AZA) process: Saves applicants time and money, reduces Design Review Commission work load
7. Direct access to the County Building Department's permit tracking system: eliminates paperwork to place holds on inspections, and speeds up release time for applicants
8. Flat fee structure for Planning services: applicants know costs upfront; reduces work for Accounting
9. Applications Review Committee: Streamlines review of incoming applications
10. Updates to the City's web site: New FAQs, all Planning handouts & application forms, examples of good submittals, "How to Get a Building Permit," "Tips for success", and "What to expect at public meetings"
11. Procedure to place holds on framing inspections: Midpoint review to ensure compliance with conditions of approval
12. Digital presentation of applications at Commission meetings
13. Creation of email [planner@lovelafayette.org](mailto:planner@lovelafayette.org) as an additional way to contact staff
14. Updated database: Better track applications, status, process and long-range record keeping
15. Added a link to a customer service survey in all outgoing department emails
16. Set up Community View (Interactive GIS Map): Allows public to access preliminary zoning information online
17. New code enforcement mobile application: Allows community members to submit code enforcement complaints and photographs from mobile devices to the City
18. Introduced Green Halo Systems: Enables online registration and tracking of Waste Management Plans
- 19. Assessed the discretionary process with the Design Review Commission and developed steps for improvement.**
- 20. Created interactive webpage displaying major development projects in Lafayette.**
- 21. Tree Permits can now be submitted online without having to visit City Offices.**

Starting July 1, 2016, the City's website will provide an interactive map showing the status of major development projects in the city



**Planning Revenues and Expenditures**

REVENUE BREAKDOWN				
Fiscal Year	Total Revenues Received (\$)	Building Permit Surcharge (\$)	Application Fees (\$)	Regional Traffic Fee (\$)
2006-2007	944,283	344,831 (37%)	541,039 (57%)	58,413 (6%)
2007-2008	853,017	340,813 (40%)	476,271 (56%)	35,933 (4%)
2008-2009	708,854	274,021 (39%)	383,205 (54%)	51,628 (7%)
2009-2010	638,848	276,962 (43%)	332,608 (52%)	29,278 (5%)
2010-2011	719,188	315,171 (44%)	359,612 (50%)	44,405 (6%)
2011-2012	1,122,279	366,609 (33%)	689,066 (61%)	66,604 (6%)
2012-2013	1,082,553	531,358 (49%)	551,195 (51%)	-
2013-2014	1,059,622	445,523 (42%)	614,099 (58%)	-
2014-2015	1,011,427	533,059 (53%)	478,368 (47%)	-

PLANNING REVENUES			
Fiscal Year	Total Revenues Received (\$)	Total General Fund Expenditures <sup>7</sup> (\$)	Revenues as a % of Expenditures
2006-2007	944,283	966,351	97
2007-2008	853,017	1,010,938	84
2008-2009	708,854	1,070,647	66
2009-2010	638,848	1,060,026	60
2010-2011	719,188	1,136,617	64
2011-2012	1,122,279	1,606,110	70
2012-2013	1,082,553	1,511,986	72
2013-2014	1,059,622	1,364,611	78
2014-2015	1,011,427	1,314,018	77

Nearly two-thirds of hillside development permit applications received in 2015 were processed over the counter



<sup>7</sup> Includes Planning Commission, Design Review Commission, Planning Services and Code Enforcement

## Fiscal Year 2014-2015 Task List - Year End Review

## High Priority Tasks

Category	Task	Priority	Status as of 05/01/16
General Plan / Housing Element	1. Establish a process to <b>legalize nonconforming second units</b>	A	30% completed
	2. Work with the owners of Town Center and Chateau Lafayette to assist with any negotiations that would result in the <b>preservation of existing affordable units</b>	A	90% completed
	3. File annual report with HCD	A	✓ Completed
Zoning Ordinance Update	4. Update <b>downtown zoning</b> districts	A	60% completed
	5. Update <b>activity classifications</b> and definitions	A	✓ Completed (implement with #1 above)
	6. Update <b>zoning map</b>	A	✓ Completed (implement with #1 above)
	7. Amend Off-Street <b>Parking</b> ordinance	A	70% completed
	8. Update <b>Hillside</b> Ordinance (two-phased review)	A	40% completed
	9. Assessment of <b>DRC review process</b>	A	✓ Completed
	10. Update <b>Wireless communications</b> facilities ordinance	A	75% completed
	11. Update <b>Sign</b> Ordinance	B <sup>8</sup>	Begin after parking task is completed
DSIMP Update	12. Update <b>specs and standards booklet</b>	A	60% completed
	13. Update DSIMP - <b>East End section</b>	B	Begin after booklet is completed
Environmental Task Force	14. Adopt an <b>Environmental Action Plan</b>	A	70% completed
	15. Study feasibility of <b>community choice aggregation</b>	A	✓ Completed

<sup>8</sup> "B" tasks will begin after "A" tasks in that category are completed.

Category	Task	Priority	Status as of 05/01/16
	<b>TASKS ADDED AFTER WORK PLAN APPROVAL IN MAY 2015</b>		
New	1. Adopt an <b>inclusionary housing ordinance</b> covering the downtown	A	90% completed
New	2. Prepare grant application for <b>electric vehicle charging stations</b>	A	✓ Completed
New	3. Adopt a <b>small residential rooftop solar energy systems</b> ordinance	A	✓ Completed
New	4. Update the <b>medical cannabis</b> ordinance	A	✓ Completed
New	5. PG&E <b>Pathways Pipeline Project</b>	A	Underway; timeline dependent on PG&E
New	6. BART south entrance <b>pathway project</b>	A	60% completed; grant application due September 2016
New	7. Initiate <b>general plan amendment and rezoning</b> of three parcels in the Eastern Deer Hill Road area	A	75% completed

### Medium Priority Tasks (no work done)

1.	Adopt a <b>View Protection ordinance</b>	Requested by a resident. Staff has preliminary concerns about: <ol style="list-style-type: none"> <li>1. City time involved in mediating private claims and,</li> <li>2. Impact on native trees and those required to mitigate privacy impacts.</li> </ol> <p>Note: the Planning Commission recommended in 2013 that this be the first medium priority task that staff should undertake after completion of the high priority tasks.</p>
2.	Adopt a <b>Water Efficient Landscape ordinance.</b>	Previously was a low priority task; now more urgent since we are experiencing a drought. Task for the Environmental Task Force in FY 2016-2017
3.	Adopt <b>multifamily design guidelines and amend zoning ordinance for MF districts</b> to be consistent with the Downtown Specific Plan	Program in the DSP.
4.	Define ' <b>Neighborhood Compatibility</b> '	Recommendation of the House Size Committee. Task for the Design Review Commission in FY 2016-2017 in conjunction with the update of the Residential Design Guidelines.
5.	Adopt <b>local CEQA guidelines</b>	Important for larger projects.
6.	Adopt policy on <b>staging of public works projects</b>	The City receives complaints annually from residents when vacant lots are used as staging areas for City or utility construction projects. Given that there is a need for land to stage projects and these projects benefit the public, it would be helpful to establish a City policy.
7.	Update <b>park land dedication &amp; park facilities fees</b>	Required by ordinance. Taken over by the Parks, Trails and Recreation Department.
8.	Prepare nexus study for an <b>inclusionary housing ordinance</b> and establishment of <b>housing in lieu fees.</b>	Task for staff in FY 2016-2017.

### Low Priority Tasks (no work done)

No.	Task	Comments
1.	Prepare and distribute <b>design guidelines for multi-family</b> residential development.	Program in General Plan and DSP: Staff is working on Downtown Design Guidelines first.
2.	Amend the General Plan to <b>delete references to Redevelopment</b> .	Program in General Plan.
3.	Consider implementing an " <b>adaptive reuse</b> " <b>grant and loan program</b> for the rehabilitation and retrofit of existing commercial structures to meet contemporary market needs and the goals and policies of the General Plan.	Program in General Plan.
4.	Work with the Lafayette Chamber of Commerce and local businesses to determine the level of interest in establishing a <b>Business Improvement District</b> that would provide funding for a variety of improvements to benefit Downtown businesses.	Program in General Plan.
5.	Revise the Zoning Ordinance to permit <b>childcare facilities/large family day care</b> , subject to a conditional use permit with findings that address issues such as neighborhood compatibility, traffic, safety, and noise, as allowed by State law.	Program in General Plan.
6.	Work with local colleges and universities to develop an <b>archaeological sensitivity map</b> for Lafayette.	Program in General Plan.
7.	Establish incentives for <b>preservation and restoration of historic buildings and sites</b> .	Program in General Plan.
8.	Update <b>newsrack ordinance</b>	Requested by a resident in 2011.
9.	Preparation of a City <b>subdivision ordinance</b> that reflects local conditions and standards.	Carried over from previous years.
10.	Adopt ordinance regulating <b>leaf blowers</b> .	Complaints from residents.
11.	Update <b>senior housing overlay</b> ordinance.	Zoning ordinance fix.

## Fiscal Year 2016-2017 Draft Task List

Task list for 2016-2017			
Category	Task	Priority	Status
General Plan / Housing Element/Guidelines	1. H-2.5.2: Establish a process to <b>legalize existing nonconforming second units</b>	A	Underway
	2. Adopt a <b>housing in lieu fee</b> (associated with the inclusionary housing ordinance)	A	New
	3. H-6.1.1Strengthen <b>design review findings</b> to ensure that new homes and additions are in keeping with the character of the neighborhood (in conjunction with #6: updating the Residential Design Guidelines)	A	New
	4. H-2.7.2: <b>Lot Consolidation</b> and Redevelopment of Non-Vacant Sites	B <sup>9</sup>	New
	5. H-5.3.1: File <b>annual report</b> with HCD (mandatory)	A	Annual
	6. Update the <b>Residential Design Review Guidelines</b> (managed by the Design Review Commission)	A	New
Zoning Ordinance Update	7. <b>Downtown zoning</b> districts	A	Underway
	8. <b>Activity classifications</b> and definitions	A	Underway
	9. Zoning <b>map</b>	A	Underway
	10. Off-Street <b>Parking Ordinance &amp; Parking Management Strategy</b>	A	Underway
	11. <b>Hillside</b> Ordinance two-phased review update (managed by the Planning Commission)	A	Underway
	12. <b>Wireless communications</b> facilities	A	Underway
	13. Update <b>Sign</b> Ordinance	B	New
DSIMP Update	14. Update <b>specs and standards booklet</b>	A	Underway
	15. Update DSIMP - <b>East End section</b>	B	New
Environmental Task Force	16. H-1.5.5: Adopt an <b>Environmental Action Plan</b>	B	Underway
	17. Adopt a <b>water efficient landscape</b> ordinance	A	New
	18. Implement <b>Community Choice Aggregation Program</b> - Marin Clean Energy	A	New
Other	19. PG&E <b>Pathways Pipeline Project</b>	A	Underway
	20. BART south entrance <b>pathway project</b>	A	Underway

<sup>9</sup> "B" tasks will begin after "A" tasks in that category are completed.

Can I make an appointment to see a planner? **Do I need a building permit to do certain work?** Does my neighbor need a building permit to do certain work? **How do I get a building permit?** How do I get a re-roof permit? How do I get property information? **What is my zoning district?** How do I talk to planners? What are counter hours? **Is my project subject to Design Review?** What are my setbacks? What are the fees for a building permit? **What is my APN?** How do I get a copy of my property lines, survey, plans, and easements? **Can my property be subdivided?** How do I get a pool permit? Are there restrictions to what type of signs I can put on my business? Can I build a second unit at my house? **Can I conduct a business from my home?** Can I open my business downtown? Can I have a recreation court at my house? **Is my property in the Hillside Overlay District?** How do I get a solar permit? Am I allowed to have horses, chickens, or other animals at my house? What are the parking requirements for my business? What are the allowed hours and days of construction? Can I store an RV at my house? **What should my building permit plans show?** Why is there a hold on my building permit? Is my property in a flood zone? Can I have a vineyard at my house? Is film production allowed? What happens with non-conforming uses? How do I get a permit to remove a tree? **How do I get a demolition permit?**

**Website**

Visit [www.lovelafayette.org](http://www.lovelafayette.org) for general planning information, handouts, application packets, zoning information, and contact information.

**E-Mail**

E-mail the Planner-On-Duty any day, any time. [planner@lovelafayette.org](mailto:planner@lovelafayette.org)

**Telephone**

Call the Planner-On-Duty Monday-Friday from 8am-5pm. (925) 284-1976

**Counter**

Come into the planning counter to speak with the Planner-On-Duty Monday-Friday from 12pm-5pm.