



**CITY OF BEVERLY HILLS
STAFF REPORT**

Meeting Date: November 30, 2010
To: Honorable Mayor & City Council
From: Susan Healy Keene, AICP, Director of Community Development
Subject: Community Development Department Work Program and
Priorities
Attachments:
1. FY 2010-2011 Budget Work Program (CDD)
2. Non-budgeted Work Effort / Priorities
3. Open Issues List
4. Recommended Revisions to Planning Work Program
5. City Council Staff Report, dated August 3, 2010

RECOMMENDATION

Staff recommends that the City Council:

- 1) Review, amend if needed, and adopt the Planning Work Program contained in Attachment 4.

BACKGROUND

On August 3, 2010, the City Council considered possible revisions to the Community Development Department's 2010-2011 fiscal year Work Plan. While no decisions were made at that meeting, Mayor Delshad appointed a subcommittee to review the plan and make recommendations to the City Council.

On November 8, 2010 the subcommittee of Vice Mayor Brucker and Councilmember Brien was scheduled. The subcommittee supported the recommended, revised Work Plan (Attachment 4) and made few changes to the proposed ranking for certain non-Work Plan items.

INTRODUCTION

The adopted FY 2010-2011 Budget includes the work program for the Community Development Department (Attachment 1). The work program takes into account City Council priorities, available staff resources and the amount of time needed to complete each task.

This study session discussion has been scheduled to provide the City Council an opportunity to receive the subcommittee recommendation and to discuss and, as appropriate, refine the Community Development Department Work Program.

In addition to the budgeted work program, City Council and Commissions seek staff resources for other assignments. At present, the staff resources required to address the complete list of work items beyond those identified in the budget are not available. As a result, all identified work items cannot be accomplished in the current fiscal year. In fact in past years, staff has not been able to complete all budgeted work program items due to additional work items requested throughout the year. Staff is committed to address all work item requests; however, additional work items would only get addressed as resources and time become available.

DISCUSSION

Attached is the prior City Council staff report (Attachment 5), which identifies and details the methodology used to prioritize the various tasks on the department's work program. The ad hoc committee reviewed this information and supports the staff recommended changes to the Work Plan. Specifically, the following changes are recommended:

Modified Work Program:

- View Preservation in Hillside / Trousdale: Focus only on Trousdale and defer the Hillside area portion

The Planning Commission has been conducting hearings on the view preservation ordinance for Hillside / Trousdale. This task has required substantial Commission and staff effort and to date has only focused on the Trousdale Estates. The Planning Commission and staff recommend that work continue for view preservation in Trousdale and that a Hillside View Preservation ordinance be considered after implementation, evaluation and refinement of the Trousdale view ordinance. It is anticipated that the Hillside view ordinance would be significantly more complex given the varied topography and would benefit from the implementation of the Trousdale ordinance.

Added to Planning Work Program:

- Sustainable Cities Plan
- AC Membership & minor clean up text amendment
- Second Unit / Accessory Structure Ordinance
- Medical Marijuana Ordinance
- Study re Renaming of South Santa Monica Boulevard
- CEQA Traffic Thresholds
- Assist Public Works with ongoing review and monitor of Subway project

- Assist the Building & Safety division with review and code-related amendments to the 2010 California Code Adoption

Removed from 2010-11 Planning Work Program:

- Expansion of Design Review to Hillside / Trousdale

As proposed, there are insufficient resources to complete the expansion of design review to Hillside / Trousdale in this fiscal year. Additionally, completion of this task will increase the number of applications processed by the city and will have an affect on staff resources. The fees received from these applications go to cover the cost of processing the application; therefore, no increased revenue will be generated. Also, adding a new entitlement application for Hillside or Trousdale will extend application processing times for homeowners.

In addition, the subcommittee ranked higher a few non-work plan items, including:

- Reduce the Planning Entitlement Expiration Timeframe
- R1 Mass and Bulk
- Reduce Unit Size and Increase Density on R4 zoned parcels

The subcommittee also discussed the importance of continued improvements to the development review process. Council members identified consistency, accuracy, responsiveness, and timely review as key components to address. The current FY 2010-11 Work Program for Planning and Building & Safety include the following Items:

Planning

0103701: Evaluate and implement strategies that streamline the design review and planning process.

Building & Safety

On-going Tasks: Improve the quality of customer service by streamlining the turn-around time of plan review for commercial and residential construction work within the City to a maximum of 6 weeks.

Staff has already instituted certain changes to the process to improve performance and will continue these efforts throughout this fiscal year. Staff intends to report on implemented improvements and recommended actions at a future meeting.

For FY 2011-2012 Work Program, Planning's policy projects will likely focus on two key areas: zoning code amendments and General Plan Implementation, with particular emphasis on Housing Element related programs. The 2011-2012 Work Program will be informed by the five year planning effort included in the current Work Plan related to the Zoning Code updates and General Plan implementation.

FISCAL IMPACT

The recommendation contained in this report has no immediate or direct fiscal or budget related impact. However, changes to the Work Program may alter the completion of certain tasks or result in new tasks that may require appropriation of funds to pay for consultant work.

Susan Healy Keene, AICP

Approved By

A handwritten signature in black ink that reads "Susan Healy Keene". The signature is written in a cursive style and is positioned to the right of the printed name and the "Approved By" text.

Attachment 1

Attachment 1

ADOPTED BUDGET WORK PROGRAM AND PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PRIORITY
ADMINISTRATION												
A01	Department Records. Develop and adopt "best practices" policies and procedures for department records management.	2010-11 Budget	x		x	x	x	Community Development is in the process of developing a policies and procedures manual to identify and properly manage project-related documents.	Administration	100	Winter 2010	A
A02	Document Conversion. Complete conversion of all department records in microfilm/microfiche/aperture card format to electronic format.	2010-11 Budget	x		x	x	x	This conversion has been separated into two phases: 1) microfilm and 2) fiche/aperture cards. Phase 1 is nearing completion and estimated completion for Phase 2 is Fall 2010.	Administration	75	Fall 2010	A
A03	California Revenue & Tax Code. Analyze and establish a process to comply with the California Revenue and Tax (electronically) to the LA County Tax Assessor .	2010-11 Budget	x			x	x	Need to develop a project scope with IT Department to comply with the LA County Assessor's request to receive plans electronically.	Administration	250	Spring 2011	A
A04	Policies & Procedures Manual. Create framework for a centralized policy and procedures manual.	2010-11 Budget			x	x	x	Community Development has established framework for a policy and procedures manual and is in the process of documenting current operating procedures. Currently 22 policies and procedures have been finalized.	Administration	344	Fall 2010	A

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A05	Public Viewing. Initiate the implementation of a "public viewing" upgrade for Kofax records management software.	2010-11 Budget	x		x	x	x	City Clerk and Community Development have been identified as the first two departments to be included in this project, which is being led by IT Department. Project development is approximately 90% complete and is anticipated to be available to the public by Winter 2010.	Administration	180	Winter 2010	A
A06	Strategic Plan. Establish a five-year strategic plan for the department	2010-11 Budget			x	x	x	Research and priority setting	Administration	400	Spring 2011	A
A07	Training. Develop a training needs assessment program for all staff.	2010-11 Budget			x	x	x	Initial brainstorming meetings are underway, with a target goal of completing the program outline by the end of 2010.	Administration	400	Winter 2010	A

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BUILDING & SAFETY												
BS01	California Codes. Participate in the Code Development Committees with International Code Council, Los Angeles Basin Chapter to discuss Code Adopt of the new 2010 California Building Code, California Residential Code, and the Green Building Standards Code	2010-11 Budget			x	x	x	The Beverly Hills Code Adoption Committee is currently developing 2010 code amendments for City Council consideration.	Bldg & Safety	280	October 2010	A
BS02	California Code Adoption. Prepare and adopt the new 2010 California Codes and code-related amendments	2010-11 Budget/ State Mandate	x			x	x	The Beverly Hills Code Adoption Committee has been conducting various meetings with regional cities and counties and will be presenting a code adoption ordinance in the Fall of 2010.	Bldg & Safety	500	Winter 2010	A
BS03	Green Building. Provide in-depth training on State building code requirements, including Green Building design and construction	2010-11 Budget				x	x	Staff is being trained and is preparing for Green Building Certifications.	Bldg & Safety	600	Ongoing through Fiscal Year	A
BS04	Class A Roofs. Develop and Implement a public awareness campaign on Class A wood roof ordinance, which takes effect in 2013	2010-11 Budget			x	x	x	Building & Safety and Fire Department are collectively developing public information on Class A wood roof ordinance. All public information will be available on the City's website.	Bldg & Safety	80	Ongoing through Fiscal Year	A

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BS05	International Accreditation Service. Initiate and complete 25% of the requirements to comply with International Accreditation Service (IAS) standards	2010-11 Budget	x	x				Building & Safety is establishing policies and procedures and best practices required for accreditation.	Bldg & Safety	250	Summer 2011	A
BS06	Ongoing Tasks. Other 'ongoing' tasks: plan review, inspections, code enforcement, support the public permit center, records management, phones / emails, training	2010-11 Budget	x	x	x	x	x	Building & Safety staff focus is to further develop, streamline, and maximize its ability to provide heightened customer service.	Bldg & Safety	18,312	Ongoing through Fiscal Year	A

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COMMUNITY PRESERVATION												
CP01	Educational Program. Develop a proactive inspection and educational program specifically targeted to the business triangle area.	2010-11 Budget			x		x	Meeting with stakeholders/ Allocating Staff to Geographic Region	Community Preservation	200	Spring 2011	A
CP02	View Preservation. Develop appropriate programs to support anticipated view preservation regulations.	2010-11 Budget				x	x	Meet with Planning Division/Attend Public Hearings/Evaluate New Ordinance	Community Preservation	350	Spring 2011	A
CP03	Ongoing Tasks. Other 'ongoing' tasks: identifying and investigating code violations relating to property maintenance, building permits, tax registration, providing mediation services, coordinating city-wide task force meetings.	2010-11 Budget	x	x	x	x	x	Day-to-Day Work and Case Processing	Community Preservation	9,508	Ongoing through Fiscal Year	A
PLANNING												
P01	Ongoing Tasks. Other 'ongoing' tasks: process and analyze current development projects, process and analyze design-related applications, plan review, support the public permit center counter, answer phones / emails, monitor regional development activity, monitor state legislation, and training.	2010-11 Budget	x	x	x	x	x	Day-to-Day Work and Case Processing	Planning	14,439	Ongoing through Fiscal Year	A

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P02	Housing Element. Prepare the 2007-2013 Housing Element for review by the Planning Commission, comment by State Department of Housing & Community Development and hearings before the City Council	2010-11 Budget		x	x	x		Planning Commission and City Council Public Hearings/HUD approval of Program	Planning	722	Spring/Summer 2011	A
P03	General Plan Implementation – 5 Year Plan. Identify, prioritize and develop a five-year schedule to advance certain goals and objectives in the City's General Plan (Implementation Plan).	2010-11 Budget		x	x			Review of General Plan and Possible Public Hearings/City Council Adoption of Text Amendment	Planning	361	Summer 2011	A
P04	Streamline Entitlement Process. Evaluate and implement strategies that streamline the Architectural, Design and Planning Commissions entitlement process.	2010-11 Budget	x	x	x	x	x	Staff evaluation of current practices and Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	361	Spring/Summer 2011	A

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P05	Trousdale / Hillside View Preservation. Develop standards that protect/restore views of the LA Basin obstructed by landscaping and trees.	2010-11 Budget		X	X	X		Planning Commission and City Council Public Hearings/HUD approval of Program	Planning	361	Fall/Winter 2010	A
P06	Medical Land Use Ordinance. Develop an ordinance that limits new and expanded medical office space in the city, include a provision that allows medical to be established in an existing building if code required parking is available	2010-11 Budget	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	180	Fall 2010	A
P07	Commercial CID Ordinance. Develop standards that limit or prohibit the conversion of commercial properties into to common interest developments	2010-11 Budget	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	541	Winter 2010	A
P08	Zoning Interpretations Manual. Create a framework for and populate a publically available zoning code interpretations manual .	2010-11 Budget	x	x	x	x	x	Staff Review of Municipal Code / Development Projects	Planning	181	Winter 2010 ongoing as needed	A

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P09	Zoning Code Amendments – 5 Year Plan. Identify, prioritize and develop a five-year schedule to amend the City's Zoning Code to improve its administration, consistency with other City regulations, enhance public participation and clarify conflicting or confusing regulations .	2010-11 Budget		x	x	x	x	Staff Review of Municipal Code and Development Regulations	Planning	361	Spring/Summer 2011	A
P10	Extend SFD Design Review to Hillside & Trossdale. Evaluate and develop recommendations related to the extension of design review of single family homes in Hillside and Trossdale	2010-11 Budget		x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	541	Summer 2011	B

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Attachment 2

**Attachment 2
NON-BUDGETED WORK EFFORT/PRIORITIES**

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION*	PRIORITY
Non-Budgeted Work Effort / Priorities												
1	Affordable Housing Policy. Develop a structure to manage affordable housing units in the city. NOTE: This is a General Plan Implementation program that will be considered for future review in the current fiscal year's five year GP Implementation plan	Councilmember Initiated		x	x	x		City Council Meetings/Research and dialogue with other agencies/organizations	Planning/Policy and Management	120	9-12 months	B
2	Affordable Housing Strategies Ordinance. Zone Text Amendment which institutes affordable housing mechanisms, such as inclusionary housing, contributions to a housing trust fund, and other strategies. NOTE: To be evaluated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated		x	x	x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	400	4-6 months	C
3	Amplified Music in Residential Areas. Extending the time limit for amplified music in residential areas by permit to 11:30 p.m. NOTE: Discussin item schedule on 11/30 Study Session	Councilmember Initiated		x	x	x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	120	6-8 months	C

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4	Appeal Fees. Present report on Appeal Fees on recently approved Fee Schedule. What the fee applies to and appropriate range of costs (cost recovery to subsidized). Evaluate of what other cities charge. NOTE: City Council directed staff to evaluate changes to appeal fees (September 2010)	City Council Initiated			x			City Council Meetings/Research and dialogue with other agencies/organizations	Planning	40	2 months	C
5	AC Membership Changes / Stagger DRC Terms. Amend the Zoning Code to reduce, through attrition, the Architectural Commission from 7 to 5 appointees and change the discipline qualifications to match Design Review Commission. Stagger DRC terms so no more than 3 members leave the commission at one time. NOTE: This is proposed to be completed this fiscal year	City Council Initiated		x	x	x	x	Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	4-6 months	A
6	CEQA Traffic Thresholds. Assist PW with changes to the city's traffic thresholds of significance. NOTE: This task completed in Summer 2010	City Council Initiated			x	x	x	Planning Commission and City Council Public Hearings	Planning/Transportation	40	3-4 months	A

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7	CEQA Thresholds. Consider changes to the city's thresholds of significance used for analysis beyond traffic, such as parking, air quality, view, shade / shadows, etc.	City Council Initiated			x	x	x	Planning Commission and City Council Public Hearings/Hiring of Consultant/Preparation of New Technical Studies	Planning/Transportation	360	9-12 months	C
8	Commercial Entertainment. Extending or establishing zones within commercial areas where entertainment and amplified music is permitted. Consider a CUP so that it can be revoked if abused, but make the CUP available at a nominal cost or design a process where it can be issued and administered administratively.	Councilmember Initiated	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	120	4-6 months	B
9	Historic Preservation Standards & Creation of a Certified Local Agency. Explore the possibility, steps and costs of establishing a local historic preservation program. NOTE: This is a General Plan Implementation program that will be considered for future review in the current fiscal year's five year GP Implementation plan	Councilmember Initiated		x	x			City Council Meetings/Research and dialogue with other agencies/organizations	Planning	400	9-12 months	B

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10	Historic Properties Application Fee. Return to Council re: fee structure, how many owner's have taken advantage of this program, whether the fee is too high, evaluation of other Cities' programs. NOTE: This fee will be eliminated upon adoption of next FY Fee Schedule	City Council Initiated		x	x			City Council Meetings/Research and dialogue with other agencies/organizations	Planning	40	3-4 months	C
11	Medical Marijuana Ordinance. Develop and ordinance that specifically prohibits the establishment of medical marijuana dispensers in the City NOTE: This is a work program being completed this fiscal year	City Council Initiated	x	x	x	x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning/CAO	80	4-6 months	A
12	Theater & Arts District. Explore possible changes to the City's Zoning Code and/or General Plan to establish a theater / arts district at the eastern portion of Wilshire Blvd. Explore possibility of establishing a Redevelopment Agency to implement changes .	Councilmember Initiated	x		x			Research Planning and Redevelopment Laws Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning/Policy and Management	400	9-12 months	C
13	Tie Planning Entitlements to Individuals not Property. Explore the possibility of changing entitlement ownership from the property owner to individual applicants.	Councilmember Initiated	x					Research Planning Laws Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning/CAO	80	2 months	C

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14	Parking In-Lieu Fees. Return to Council with information on the in-lieu fee program. History, past action, cost of construction, etc. NOTE: City Council directed AD HOC meeting follow up	City Council Initiated	x	x	x			Research/Report and City Council Hearing	Planning	80	4-6 months	B
15	Reduce Planning Entitlement Expiration Timeframe. Explore the possibility of reducing current 3-5 year entitlement expiration of approvals to 2 years and/or payment beyond 3 year entitlement.	City Council Initiated				x		Research/Report and City Council Hearing	Planning	80	2 months	B

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17	Second Unit / Accessory Structure Ordinance S. of SMB Text amendment to be applied to a short section of South Spalding Drive where it abuts the alley that runs along the west side of Roxbury Park (432 – 492 South Spalding Drive). In this area Spalding Drive drops approximately 30 feet to the alley below and is not adjacent to residences. The text amendment would allow two-story second units as are allowed in the Central Area north of Santa Monica Boulevard. NOTE: This is proposed to be completed during the current fiscal year.	Planning Commission Initiated		x		x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	4-6 months	A
18	Zoning Code Amendments. The Design Review Commission has identified a number of Zoning Code amendments that it would like to see implemented. The amendments relate to building height, basements, window heights, average setbacks, porte cocheres, alley access and reduced side yards.	Design Review Commission Initiated			x	x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	180	6-8 months	C

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19	Change Zoning from R1 to R4 & General Plan Designation (as appropriate) for certain parcels located on Carson Street.	Councilmember Initiated			x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	6-9 months	C
20	Historic Hot Dog Stand. Look for opportunities to bring the former West Hollywood stand that is currently in storage to the City.	Councilmember Initiated			x			Staff Outreach and discussions	Planning	50	3 months	C
21	Master Parking Inventory and Program. Support Public Works with an inventory of public and private parking in the Business Triangle and a coordinated management program to maximize use of these parking resources.	Planning Commission Initiated	x	x	x	x		Hire Consultant/Conduct Study	Planning/Transportation	80	4-6 months	C
22	Hotel Ordinance Text Amendment requiring PC approval to reduce room count, and amending duration of stay requirements as transient occupancy uses. NOTE: To be evaluated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated	x	x	x			Outreach/ Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	4-6 months	C

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23	Density Bonus/Second Unit Ordinance Revisions. Update the City's density bonus and second-unit provisions to more effectively implement State mandates and to establish standards that protect the scale and character of residential neighborhoods. NOTE: To be evalutated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated		x	x	x	x	Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	120	4-6 months	B
24	Rooftop Use Ordinance. Zone Text Amendment to encourage and expand rooftop uses in commercial districts. NOTE: To be evalutated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	4 months	C
25	Single Lot Standards. Zone Text Amendment to development regulations to improve the viability of single lot commercial development. NOTE: To be evalutated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	4 months	C

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26	R-1 Mass and Bulk Standards. Revisit current development standards with respect to their adequacy in addressing mass and scale issues including basement areas and related parking issues. NOTE: To be evaluated as part of the current fiscal year's 5 year zoning code update plan	Planning Commission Initiated		x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	400	9-12 months	B
27	Subway. Review and comment on the subway extension including consideration for grand stations featuring retail and other synergetic activities. NOTE: Part of amended work program	Planning Commission & City Council Initiated	x	x	x	x		Outreach/Coordination and Public Hearings	Planning	200	ongoing	A
28	Medical Backup Generators. Explore requiring existing medical office buildings to be equipped with backup power systems to protect patients in the event of power outages during medical procedures	Councilmember Initiated						Research and possible hearings before the Planning Commission & City Council	Planning	50	2-3 months	C
29	Reduce Unit Size and Increase Density on R4 Zoned Parcels. Explore decreasing the minimum unit size for multi-family units and increasing density	City Council Initiated	x	x				Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	6-8 months	B

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30	Redevelopment Agency. Study the feasibility of establishing a redevelopment agency in Beverly Hills	Councilmember Initiated	x					Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	250	9-12 months	C

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Attachment 3

**Attachment 3
OPEN ISSUES LIST**

NO.	TITLE/DESCRIPTION	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ANTICIPATED DURATION	PRIORITY
OPEN ISSUES LIST											
1	Affordable Housing Program w/Los Angeles and West Hollywood. This is a concept whereby the city would partner with surrounding jurisdictions to provide affordable housing in their jurisdictions through some financial arrangement with Beverly Hills. Such a program requires legislative changes in state law. As part of the city's Housing Element Update, staff is exploring programs and strategies to provide opportunities for affordable housing within the city limits.				X		Outreach with adjacent jurisdictions/ city council meetings/ utilization of lobbyists	Planning/Policy Management	500	1 year	C
2	Development Impact Fees. This was presented to the City Council in 2008. There was no direction to proceed with the imposition of Development Impact Fees and no further work has been conducted.	X	X	X	X		Hiring consultant/preparation of technical study/city council hearings	Planning	200	9 months	C

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OPEN ISSUES LIST**

NO.	TITLE/DESCRIPTION	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ANTICIPATED DURATION	PRIORITY
3	Enhance Class B to Class A Office Space. This requires a policy discussion before the City Council that would likely include the Policy & Management Department and Planning. There is concern from an economic sustainability perspective about the age of some larger office buildings and the ability to attract preferred land uses.	X	X	X			Research/ report/ city council hearings	Planning/Policy and Management	50	4 months	C
4	Entertainment Business District Specific Plan. In March 2010, Step 2 of the General Plan, which included amendments to the industrial district, ended when the City Council directed no further study. While this remains a CIP effort with some allocated funding, prior environmental analysis is outdated and would need to be redone if this effort is re-initiated.	X	X	X	X		Hiring consultant/preparation of technical study/city council hearings	Planning	200	15 months	C
5	Rental Housing Inspection Program. Previously considered, but not pursued, this is now being considered as a policy in the updated Housing Element	x	x		x		Direction sought	Building	40	4 months	B

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OPEN ISSUES LIST**

NO.	TITLE/DESCRIPTION	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ANTICIPATED DURATION	PRIORITY
6	Development Projects. The Open Issues list contains a variety of specific development projects, some completed, expired or pending. These are currently being processed and monitored by the Department.						ongoing	Planning	N/A	N/A	N/A
7	Architectural Standards for Excellence. COMMENT: It is unclear what is attempted to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	
8	Building Height Maximums. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	
9	Hotel Only Zoning. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	
10	Mansionization Policy. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	
11	Mixed Use Issues. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	

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OPEN ISSUES LIST**

NO.	TITLE/DESCRIPTION	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ANTICIPATED DURATION	PRIORITY
12	Parking in Driveway Aprons. COMMENT: It is unclear what needs to be addressed with this topic. However, driveway aprons are located on the public right of way and subject to Public Works purview.						Direction sought	Planning	Unknown	Unknown	
13	Permit Streamlining. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Planning	Unknown	Unknown	
14	CDBG Program Compliance. COMMENT: The Policy & Management Department manages Community Development Block Grant programs						None	Policy and Management	Unknown	Unknown	
15	School Inspection Programs. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Building	Unknown	Unknown	
16	Saturday Night Quiet Hours. COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Building	Unknown	Unknown	
17	Spot Zoning COMMENT: It is unclear what needs to be addressed with this topic.						Direction sought	Building	Unknown	Unknown	

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Attachment 4

**Attachment 4
RECOMMENDED REVISED PLANNING WORK PROGRAM**

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
	PLANNING												
P01	Ongoing Tasks. Other 'ongoing' tasks: process and analyze current development projects, process and analyze design-related applications, plan review, support the public permit center counter, answer phones / emails, monitor regional development activity, monitor state legislation, and training.	2010-11 Budget	X	X	X	X	X	Day-to-Day Work and Case Processing	Planning	14,439	Ongoing through Fiscal Year		A
P02	Housing Element. Prepare the 2007-2013 Housing Element for review by the Planning Commission, comment by State Department of Housing & Community Development and hearings before the City Council	2010-11 Budget		X	X	X		Planning Commission and City Council Public Hearings/HUD approval of Program	Planning	500	Spring/Summer 2011	70.0%	A
P03	General Plan Implementation – 5 Year Plan. Identify, prioritize and develop a five-year schedule to advance certain goals and objectives in the City's General Plan (Implementation Plan).	2010-11 Budget		X	X			Review of General Plan and Possible Public Hearings/City Council Adoption of Text Amendment	Planning	120	Summer 2011	0.0%	A

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NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
P04	Streamline Entitlement Process. Evaluate and implement strategies that streamline the Architectural, Design and Planning Commissions entitlement process.	2010-11 Budget	x	x	x	x	x	Staff evaluation of current practices and Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	361	Spring/Summer 2011	20.0%	A
P05	Medical Land Use Ordinance. Develop an ordinance that limits new and expanded medical office space in the city, include a provision that allows medical to be established in an existing building if code required parking is available	2010-11 Budget	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	350*	Winter 2010	78.0%	A
P06	Commercial CID Ordinance. Develop standards that limit or prohibit the conversion of commercial properties into to common interest developments	2010-11 Budget	x	x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	180**	Winter 2010	7.0%	A
P07	Zoning Interpretations Manual. Create a framework for and populate a publically available zoning code interpretations manual .	2010-11 Budget		x	x	x	x	Staff Review of Municipal Code / Development Projects	Planning	180	Spring 2011 ongoing as needed	1.0%	A

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NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
P08	Zoning Code Amendments – 5 Year Plan. Identify, prioritize and develop a five-year schedule to amend the City’s Zoning Code to improve its administration, consistency with other City regulations, enhance public participation and clarify conflicting or confusing regulations .	2010-11 Budget		x	x	x	x	Staff Review of Municipal Code and Development Regulations	Planning	220	Spring/Summer 2011	5.0%	A
P09	MODIFIED WORK PLAN Trousdale / Hillside View Preservation. Develop standards that protect/restore views of the LA Basin obstructed by landscaping and trees.	2010-11 Budget		x	x	x		Planning Commission and City Council Public Hearings/HUD approval of Program	Planning	250	Fall/Winter 2010	70.0%	A
P10	ADD TO WORK PLAN AC Membership Changes / Stagger DRC Terms. Amend the Zoning Code to reduce, through attrition, the Architectural Commission from 7 to 5 appointees and change the discipline qualifications to match Design Review Commission. Stagger so that no more than 2 members come off at one time.	Staff Initiated		x	x		x	Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	Winter 2011 or sooner	1.0%	A

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RECOMMENDED REVISED PLANNING WORK PROGRAM**

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
P11	CEQA Traffic Thresholds. Support the Public Works Department, which is evaluating changes to the city's traffic thresholds of significance	City Council Initiated			x	x	x	Planning Commission and City Council Public Hearings	Planning/Transportation	40	Summer 2010	100.0%	A
P12	<u>ADD TO WORK PLAN</u> Second Unit / Accessory Structure Ordinance S. of SMB Text amendment for short section of South Spalding Drive where it abuts the alley along the west side of Roxbury Park (432 – 492 South Spalding Drive). The text amendment would allow two-story second units as are allowed in the Central Area north of Santa Monica Boulevard.	Planning Commission Initiated				x		Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	80	Winter 2010	54.0%	A
P13	<u>ADD TO WORK PLAN</u> Renaming Little Santa Monica. Proposed name change to honor Will Rogers.	Councilmember Initiated			x	x		Community Outreach/Public Hearings/ Council Adoption	Planning	20	Fall 2010	100.0%	A
P14	<u>ADD TO WORK PLAN</u> Medical Marijuana Ordinance. Develop an interim ordinance that specifically prohibits the establishment of medical marijuana dispensers in the City	Council Initiated		x	x			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning/CAO	80	Spring 2011	18.0%	A

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NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
P15	ADD TO WORK PLAN Sustainable City Plan – Support the Public Works Department and assist with the collection of data on City processes and input into existing software programs to establish baseline information on City government’s carbon emissions.	Council Initiated		x	x	x		Research and Present to Council	Planning / Public Works	280	Spring 2011	5.0%	A
P16	ADD TO WORK PLAN Subway. Review and comment on the subway extension including consideration for grand stations featuring retail and other synergetic activities. NOTE: Part of amended work program	Planning Commission & City Council Initiated	x	x	x	x		Outreach/Coordination and Public Hearings	Planning / Public Works	200	ongoing	75.0%	A
P17	ADD TO WORK PLAN California Code Adoption. Assist the Building & Safety Division with review and code-related amendments for the new 2010 California Codes	2010-11 Budget/ State Mandate	x			x	x	The Beverly Hills Code Adoption Committee has been conducting various meetings with regional cities and counties and will be presenting a code adoption ordinance in the Fall of 2010.	Planning / Bldg & Safety	80	Winter 2010	32.0%	A

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RECOMMENDED REVISED PLANNING WORK PROGRAM**

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	ESTIMATED COMPLETION	PERCENT COMPLETE	PRIORITY
P18	<u>ADD TO WORK PLAN</u> Strategic City Plan. Assist the Building & Safety Division with review and code-related amendments for the new 2010 California Codes	City Manager Initiated	X		X	X	X	Assist City Manager's Office with visioning / reorganization efforts	Planning	150	Spring 2011	58.0%	A
P19	<u>REMOVE FROM WORK PLAN</u> Extend SFD Design Review to Hillside & Trowsdale. Evaluate and develop recommendations related to the extension of design review of single family homes in Hillside and Trowsdale	2010-11 Budget		X	X			Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	300**	1 Year	0.0%	B

* These hours have been increased from the approved FY 2010/2011 Budget (see Attachment 1 for original hours)

** These hours have been decreased from the approved FY 2010/2011 Budget (see Attachment 1 for original hours)

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Attachment 5



**CITY OF BEVERLY HILLS
STAFF REPORT**

Meeting Date: August 3, 2010
To: Honorable Mayor & City Council
From: Susan Healy Keene, AICP, Director of Community Development
Subject: Community Development Department Work Program and
Priorities
Attachments: 1. FY 2010-2011 Budget Work Program (CDD)
2. Non-budgeted Work Effort / Priorities
3. Open Issues List
4. Recommended Revisions to Planning Work Program

RECOMMENDATION

Staff recommends that the City Council:

- 1) Provide input on the rating system and assigned priority of work efforts;
- 2) Eliminate or clarify work items carried over from past years;
- 3) Approve or modify the revisions to the Planning Work Program contained in Attachment 4.

INTRODUCTION

The adopted FY 2010-2011 Budget includes the work program for the Community Development Department (Attachment 1). The work program takes into account City Council priorities, available staff resources and the amount of time needed to complete each task.

This study session discussion has been scheduled to provide the City Council an opportunity to discuss and, as appropriate, refine the Community Development Department Work Program. Staff seeks direction from Council to identify, clarify work item requests, prioritize work items, and agree on a tentative schedule for completion.

In addition to the budgeted work program, City Council and Commissions seek staff resources for other assignments. At present, the staff resources required to address the complete list of work items beyond those identified in the budget are not available. As a result, all identified work items cannot be accomplished in the

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current fiscal year. In fact in past years, staff has not been able to complete all budgeted work program items due to additional work items requested throughout the year. Staff is committed to address all work item requests; however, additional work items would only get addressed as resources and time become available.

ANALYSIS

Staff created a matrix to identify each work item and the source of the request, and to provide an assessment of the relative priority of each work effort. The factors considered in the assessment were the **goals or policies** advanced by the work effort, the **resources** necessary to accomplish the work effort, and the required **process timeline**.

Description of Work

All outstanding work items are identified on Attachments 1-3:

- Attachment 1 provides a matrix of the approved Work Program for the Department.
- Attachment 2 includes unbudgeted work items identified by Council, individual Council members, and Commissions that can only get addressed as resources and time became available – and not necessarily in the current fiscal year. Recommended work priorities from the Planning Commission and Design Review Commission are included in this attachment.
- Attachment 3 contains a list of items that were previously identified on the 'Open Issues' list. This is a list that was established under the former City Manager as means of tracking issues raised either at Council meetings or directly to the City Manager. Unfortunately, some of the items are outdated or there is insufficient information or guidance to fully understand the work item request. Some items may no longer be work items that City Council wants to pursue. Some that remain need further direction in order to develop future work programs. (Items Nos. 7 - 17 of Attachment 3)

Goals

Council directs work to advance City goals and policies. Not all work items may provide the same level of benefit to the City. The work program should attempt to balance the benefit to the city versus the amount of resources and time needed to complete the task. Staff identified the following key areas to measure the impact of a work effort:

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- **Economic Sustainability (ES)**: includes branding efforts, ensuring that the City's revenue stream is protected and enhanced to provide excellent City services;
- **General Plan Goal/Policy (GP)**: items that promote implementation of the City's adopted General Plan goals and policies;
- **Vision Statement (VS)**: efforts that fulfill one of the City's five vision statements;
- **Core Government Function (GF)**: includes activities that advance and improve basic city functions such as permit processing and issuance, plan review, and Council and Commission support;
- **Process Improvements (PI)**: efforts to work most efficiently and effectively to provide the very best customer service.

Resources

Staff has provided an estimate of the anticipated hours required to achieve results for each work item. With knowledge of the resources required to complete a work item, Council can better determine the relative value of the result. Each work effort has a different amount of hours and varied number and levels of personnel needed to achieve results.

Time Frame

The process to achieve each work item varies depending on the amount of research required, additional staff analysis, public outreach, the number of required Commission and Council meetings, and any requirements due to State law, such as CEQA review.

For those work items included in FY 2010-11, staff provided the estimated completion date. For those work items not yet included in the work program, an estimate of the length of time to complete the work item has been included.

Ranking

Using the factors noted above, staff ranked the priority of the work items. This exercise is intended as the beginning of a discussion. Ultimately, Council directs the work of staff and may reach a different conclusion as to the relative importance of any work item.

Proposed Revised Planning Work Program

The majority of the unbudgeted work program items fall within the Planning Division. The Planning Division has nine professional employees, not including the division manager. Approximately 78 percent of the workforce (seven employees) is dedicated to processing private development applications, supporting the permit center and providing other customer service. Twenty two

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(22%) percent of the staff (two employees) works on policy projects. Work related to the General Plan and its Implementation, ordinances and many of the unbudgeted work program items identified in this report would be performed by these two employees. The available work hours for each employee are 1,880 hours per year for a total of 3,760 work hours. Five percent of the total hours (188 hours) have been reserved for unplanned absences, training, and to account for projects that take longer to process than anticipated. Therefore, 3,572 hours represents the maximum effort that can be given to the policy Work Program in a given year with existing resources.

Since the budget was adopted, one employee left the city creating a vacancy in the Planning Division. This position supported the Division's ongoing work effort (not policy) and will remain unfilled until there are sufficient indicators that the economy has improved and additional employee reductions are not necessary from the Community Development Department.

A reexamination of the approved budget hours to perform each Work Program task has been conducted resulting in some adjustments, mostly reduced processing times, which allows additional work to be performed.

Attachment 4 contains the staff recommended revised Work Program for the Planning Division for FY 2010-2011. Staff's recommendation is essentially the same as the approved budgeted program with the following exceptions:

Modified Planning Work Program:

- View Preservation in Hillside / Trousdale: Defer Hillside Portion

The Planning Commission has been conducting hearings on the view preservation ordinance for Hillside / Trousdale. This task has required substantial Commission and staff effort and to date has only focused on the Trousdale Estates. The Planning Commission and staff recommend that work continue for view preservation in Trousdale and that a Hillside View Preservation ordinance be considered after implementation, evaluation and refinement of the Trousdale view ordinance. It is anticipated that the Hillside view ordinance would be significantly more complex given the varied topography and would benefit from the implementation of the Trousdale ordinance.

Added to Planning Work Program:

- Sustainable Cities Plan
- AC Membership & minor clean up text amendment
- Second Unit / Accessory Structure Ordinance
- Medical Marijuana Ordinance
- Study re Renaming of South Santa Monica Boulevard
- CEQA Traffic Thresholds
- Assist Public Works with ongoing review and monitor of Subway project
- Assist the Building & Safety division with review and code-related amendments to the 2010 California Code Adoption

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Removed from 2010-11 Planning Work Program:

- Expansion of Design Review to Hillside / Trousdale

As proposed, there are insufficient resources to complete the expansion of design review to Hillside / Trousdale in this fiscal year. Additionally, completion of this task will increase the number of applications processed by the city and will have an affect on staff resources. The fees received from these applications go to cover the cost of processing the application; therefore, no increased revenue will be generated. Also, adding a new entitlement application for Hillside or Trousdale will extend application processing times for homeowners.

For FY 2011-2012 Work Program, Planning's policy projects will likely focus on two key areas: zoning code amendments and General Plan Implementation, with particular emphasis on Housing Element related programs. The 2011-2012 Work Program will be informed by the five year planning effort included in the current Work Plan related to the Zoning Code updates and General Plan implementation.

FISCAL IMPACT

The recommendation contained in this report has no immediate or direct fiscal or budget related impact. However, changes to the Work Program may alter the completion of certain tasks or result in new tasks that may require appropriation of funds to pay for consultant work.

ALTERNATIVES

- 1) Council may prefer a revised system of ranking and direct staff to return with a modified system;
- 2) Council may wish to provide input and direct a subcommittee to review the entire list of work items and return with recommendations to Council;

Susan Healy Keene, AICP

Approved By