



STAFF REPORT

Meeting Date: October 7, 2014

To: Honorable Mayor & City Council

From: Susan Healy Keene, AICP, Director of Community Development

Subject: Community Development Department Work Program Priorities with Possible Changes to the Planning Division Work Program

Attachments:

1. FY 2014-2015 Work Program (CDD)
2. Non-budgeted Work Effort/Priorities
3. Major Plan Check/Building Permit Activities
4. Current Development Services Activity
5. Letter regarding Rezoning Request on Carson

INTRODUCTION

This report identifies projects that have been added to the Community Development Work Program, primarily in the Planning program, since adoption of the FY 2014-15 Budget. Staff seeks confirmation or direction on priorities and direction on additional Commission requests.

ANALYSIS

Attachment 1 provides a matrix of the status of the approved Work Program for the Department. 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**. Staff is committed to address all work item requests; however, additional work items would only get addressed as resources and time become available, unless Council supports a modification to the current Work Program.

Description of Work

Several larger policy issues in the Planning program were not completed in the previous fiscal year; work continues and completion of the following items is anticipated within this fiscal year:

- R1 Mass and Bulk Amendments: To City Council October 1, 2014
- Zoning Ordinance Reorganization: Estimated to City Council February 2015
- In-Lieu Parking Study: To City Council October 7, 2014

Meeting Date: October 7, 2014

Since adoption of the budget numerous items have been added or considered for addition to the work program including:

- Trousdale Estates Traffic and Parking Management (Development Services and Transportation)
- Creation of Dog Park (Planning)
- Limitation to Hillside development (Planning)
- Renaming of Fountain in Will Rogers Park (Planning as lead)
- Consider Use of Artificial Turf To Meet Front Yard Landscape Requirement (Planning with Public Works Services)
- Rezoning of R-1 lots on east side of 100 block of Carson (Planning)
- Survey Renaming of South Santa Monica Boulevard (Planning)
- Possible amendment to Sign Code related to real estate signage (Planning)
- Historic Walking Tour Smart Phone App (Planning)
- Historic Preservation Video Series (Planning)
- Cultural Heritage Recognition Program (Planning)

Development activity remains high with an increase in larger projects as financing becomes more readily available. This increase in development impacts all programs in Community Development as new projects are submitted and commence construction. During the first six months of 2014 compared to the same period in 2013, building permit revenue has increased 8% and building plan check revenue has decreased by 24%. The decrease in overall plan check activity and revenues is not indicative of workload, but rather is due to adoption of the new building codes beginning January 1, 2014 and the influx of submittals at the end of December prior to the effective date of the new code. The number of permits and plan checks submitted at the end of 2013 are indicators of current and future construction activity, respectively (Attachment 3). The valuation (and complexity) of projects has also increased (Attachment 4). There is an increase in the number of projects with a valuation of \$500,000 or more and a decrease in smaller projects valued at less than \$500,000. Major current projects in various stages of the development process with a comparison to the previous year are also shown on Attachment 4.

Construction activity translates into a variety of revenue streams to the City, including not only plan check and permit fees to pay for services provided, but also school development fees, Park and Recreation Construction taxes, Bedroom and Dwelling Unit taxes, and contributions to Public Fine Art.

During the same period of time there has been an increase in the related number of submittals for planning approvals including submittals for the Design Review Commission and the Architectural Commission. Activity has also increased for the Traffic and Parking and Cultural Heritage Commissions. Each Commission also requests additional tasks of staff which may require prioritizing other work.

Staff Resources

The additional staff positions approved as part of the FY2014-15 budget and vacancies are nearly filled. Three assistant planners (underfilling Associate positions) were hired and began work at the end of September. One new building inspector is scheduled to begin on October 6th as well as a new Senior Plan Review Engineer on October 8th. One Building Inspector position remains unfilled; interviews were held and selection is in

process. The Assistant Director/City Planner position is currently filled by an experienced retired director under contract and recruitment for that position will soon be underway. Recruitments take a period of time to complete; it is likely that position will not be filled until January.

Each work effort has a different amount of hours and varied number and levels of personnel needed to achieve results. Staff resources are fully allocated for the proposed work program. As noted, development activity appears to be increasing which will require additional staff time to maintain established turnaround times.

During his first three months as the new Assistant Director/Building Official, Raj Patel, has been assessing many aspects of Development Services, including resource needs and streamlining efforts. He will present his findings and recommendations at an upcoming Study Session.

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:

- **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.
- **City Strategic Plan (SP)**: items that further the goals and objectives identified to improve the city organization;
- **Department Initiative (DI)**: includes specific goals to improve the overall operation of the Department.

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 Planning work items included in FY 2014-15, staff provided the estimated completion. 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 A, B, and C 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.

The items identified as "A" priorities are currently included as part of the Department's FY 2014-15 Work program. Items identified as "B" items are those that move up in priority as "A" items are completed. Any items shown as "C" are not expected to be initiated in this fiscal year and can be considered as potential work program items in future years.

Commission Requests

Community Development provides staff support for five Commissions. Each Commission has enthusiastic members who desire to move forward initiatives specific to their Commission's area of focus. Often there are requests of staff that are not part of the work program approved by City Council. Although staff wants to provide the best service to Commissions and can accommodate many small requests, there are time and resource constraints for larger requests that limit the ability of staff to address all Commission issues.

Staff seeks Council direction regarding the recommended course that should be taken to incorporate Commission requests. Staff recommends Council consider the following:

- Each Commission provides staff with list of future items to be considered at the annual Council Budget Priority-setting session held in December for future fiscal year.
- For mid-year requests, staff presents Commission requests of majority of Commission to Council Study Session with priority list to determine ranking

Other options that could be considered include:

- Letter approved by majority of Commission sent to Council; Council member initiates discussion at Study Session
- Commission Chair brings forward majority requests to Council Study Session for consideration and direction from Council

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 additional resources.

Meeting Date: October 7, 2014

RECOMMENDATION

Staff recommends that the City Council review the work program and confirm assigned priority of work efforts or adjust as appropriate. In addition, staff seeks direction on the method Commissions should use to have Council consider Commission requests.


Approved By
Susan Healy Keene, AICP

Attachment 1

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
ADMINISTRATION														
A01	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.	2014-15 Budget	x			x	x			ongoing	Administration	25%	June 2015	A
A02	Coordinate the reconfiguration of the department workspace to accommodate optimum work areas	2014-15 Budget				x	x	x		Design is complete, pending build out	Administration	75%	November 2014	A
A03	Facilitate the smooth transition of the permit module of the City's Enterprise Resource Planning (ERP) software system	2014-15 Budget			x		x		x	Provide project level support including application review, testing and providing feedback related to system functionality	Administration	40%	July 2015	A
A04	Create a department quarterly newsletter to improve both internal and external communication.	2014-15 Budget					x		x	Create format and provide content	Administration	0%	June 2015	A
A05	Develop a Question and Answer public information hand-out for the Beverly Hills Chamber of Commerce	2014-15 Budget				x	x	x	x	Continue pulling together information for the hand-out	Administration	5%	June 2015	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
DEVELOPMENT SERVICES														
DS01	Ongoing Tasks: Improve customer service, provide timely inspections, ensure safety in City structures, training and development, implement public awareness and outreach programs, participate in emergency management training, manage the front desk of the permit center, provide phone support, ensure development-related permits are processed within set timelines, provide records research services, administer address changes and verifications, archive of department documents, develop "roles and responsibilities" for staff, provide residents and business owners hazard assessment info, reduce losses and repetitive damages for chronic hazard events	2014-15 Budget				x	x	x		<p>The following items are intended to be completed as follows:</p> <ul style="list-style-type: none"> Streamline the telephone automated directory to improve customer service Install in the Permit Center a customer management solution <ul style="list-style-type: none"> Develop and improve handouts, documents and forms Develop and improve the department website Trousdale Estates Area – Transportation Measures <ul style="list-style-type: none"> Train staff on customer service expectations and heightened performance 	Development Services	25%	June 2015	A
DS02	Enhance Inspection Scheduling Telephone Services (IVR) with SMS text messaging notifications to customers and applicants.	2014-15 Budget				x	x			<p>Developed scope for inclusion in Tyler Munis Software. Collaborate with consultant and IT to develop, test and implement software modification. The remaining tasks are as follows:</p> <ul style="list-style-type: none"> Develop a Request for Proposal Scope the modifications to the permit system Coordinate and execute the contract Implement and test software <ul style="list-style-type: none"> Staff training Go-live Campaign and Public Awareness 	Development Services	5%	FY 2015-16	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
DS03	Integrate and develop an enhanced customer management system for the Business Center operations	2014-15 Budget	x			x	x	x		<p>Identify vendors for software solutions to identify and select hardware and software solution. The remaining tasks are as follows:</p> <ul style="list-style-type: none"> • Develop a Request for Proposal • Scope the modifications to the permit system • Coordinate and execute the contract • Implement and test software <ul style="list-style-type: none"> • Staff training • Go-live Campaign and Public Awareness 	Development Services	20%	June 2015	A
DS04	Establish a program organizational structure that will facilitate the development review process, streamline operations, and improve customer services	2014-15 Budget				x	x			<p>Staff augmentation and organizational changes:</p> <ul style="list-style-type: none"> • Recruit and hire; <ul style="list-style-type: none"> o Senior Plan Review Engineer, o two Building Inspectors o Permit Center Supervisor • Contract Support Services <ul style="list-style-type: none"> • Update Division Organizational Structure • Update Job Descriptions to reflect duties and responsibilities • Office reconfiguration to align staff with services provided 	Development Services	30%	June 2015	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
DS05	Review and consolidate the mandatory Building Inspections to streamline the inspection program, improve inspection scheduling services, and develop efficiencies for the building inspector	2014-15 Budget	x				x	x	x	<ul style="list-style-type: none"> Minimize required inspections to only inspect those as required by Codes Augment inspection services by recruiting and hiring additional Building Inspectors to reduce inspection scheduling lead times. Provide field staff with mobile devices connected to City programs. Update Inspection module in new permit system. 	Development Services	20%	June 2015	A
DS06	Investigate and conduct a feasibility study to consider implementing a voluntary seismic retrofit program to include soft-story, wood framed, non-ductile concrete, unreinforced masonry, and steel framed buildings permitted for construction prior to January 1, 1978	2014-15 Budget				x	x	x	x	Develop professional services agreement/RFP and select consultant to work with City staff to create voluntary retrofit program. Implement a voluntary seismic retrofit program to inventory and include soft-story, wood framed, non-ductile concrete, unreinforced masonry, and steel framed buildings. The proposed program will investigate the feasibility to consider implementation of a voluntary seismic retrofit program to be developed by staff in connection with a professional engineering consultant.	Development Services	10%	June 2015	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
COMMUNITY PRESERVATION														
CP01	Ongoing tasks: increase public awareness of animal control, proactive leash law enforcement and streamlining the City's animal control program, property maintenance, rent control; respond and investigate rent control complaints within three days, increase the number of voluntary compliance violations for rent control, resolve disputes by providing free mediation services, provide safer and higher quality of life to the community through short response time, satisfy legal requirements by issuing of notices and administration of programs, review code compliance-related documents for records requests, , respond to food truck complaints, proactive approach to code violations, respond to resident's complaints related to view restoration and preservation, , develop policy manual, participate in emergency management training	2013-14 Budget		x	x	x				ongoing	Community Preservation	25%	June 2015	A
CP02	Establish an administrative compliance program to regulate businesses in the transitional use zone with the Transitional Use License requirement	2013-14 Budget			x	x				Draft written procedures outlining policies and protocols for reviewing transitional use applications as it relates to other permits such as business tax registration, etc.	Community Preservation	60%	March 2015	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
CP03	Create an educational sign program reaching out to the business community to encourage voluntary compliance with the Beverly Hills Municipal Code sign regulations (DI)	2013-14 Budget	x		x	x				Intergrate proactive educational sign outreach program to the business community on a daily basis	Community Preservation	25%	January 2015	A
CP04	Establish methods or protocols to build positive landlord-tenant relationships when addressing code complaints (DI)	2013-14 Budget	x		x	x			x	Provide support and in-depth information to the Human Relations Commission related to tenant-landlord laws while addressing tenant complaints on civil disputes.	Community Preservation	25%	November 2014	A

ADOPTED BUDGET WORK PROGRAM AND PRIORITIES

10/1/2014

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
e-Gov-CD														
EG01	Ongoing Tasks: Develop new online services, facilitate the processing of online plan review submittals, permits, collaborate with other departments, respond to customer inquiries and provide technical support services, meet with survey customers and stakeholders, update website, provide reports and analysis on online activities and on customer satisfaction, coordinate department technology	2014-15 Budget	x			x	x	x	x	Develop new online services and technology to improve and facilitate customer service as follows: <ul style="list-style-type: none"> • Improve permit system and implement new software solution • Improve the electronic plan review system with reports and customer communication • Improve and update the department website • Provide SMS text messaging services. • Provide field staff with mobile device solutions to improve efficiency and enhance customer service goals 	E-Gov	25%	June 2015	A
EG02	Integrate and develop an enhanced customer management system for the Business Center operations.	2014-15 Budget				x	x		x	Identify vendors for software solutions to identify and select hardware and software solution. The remaining tasks are as follows: <ul style="list-style-type: none"> • Develop a Request for Proposal • Scope the modifications to the permit system • Coordinate and execute the contract • Implement and test software <ul style="list-style-type: none"> • Staff training • Go-live Campaign and Public Awareness <ul style="list-style-type: none"> • Support Development Services Program 	E-Gov	20%	June 2015	A

ADOPTED BUDGET WORK PROGRAM AND PRIORITIES

10/1/2014

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
EG03	Establish a program organizational structure that will facilitate the e-Government program, operations, and improve customer services.	2014-15 Budget				x	x			Support Development Services with staff augmentation and organizational changes: <ul style="list-style-type: none"> • New Positions; o Senior Plan Review Engineer, o two Building Inspectors o Permit Center Supervisor • Manage Intern Program to support Department Program Development 	E-Gov	30%	June 2015	A
EG04	Update the website department wide to incorporate the latest code changes and information.	2014-15 Budget					x	x	x	Update the Department Website to include: <ul style="list-style-type: none"> • Code adoption changes • Retain consultant services • Reorganize and simplify the website and navigation • Transportation Division 	E-Gov	10%	June 2015	A
EG05	Establish an electronic notification process to communicate information with the general public for the department.	2014-15 Budget					x	x	x	Research and develop the scope of work to meet the department needs in providing electronic communication and information to the community.	E-Gov	5%	June 2015	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
PLANNING														
P01	Ongoing tasks: Management and Supervision to ensure work and service is being provided consistent with City Mgr Expectations, Application Processing for administrative applications including review by City Council, PC, AC, DRC, CHC; Customer Service, professional development, organizational support, advocate use of the Historic Preservation Ordinance.	2014-15 Budget								Ongoing	Planning	25%	June 2015	A
P02A	Zoning Code Update. Continue to amend the Zoning Code to implement identified development review streamlining initiatives; improve application processing, enhance readability, administration and application of the code; eliminate outmoded references or conflicting code sections; and, incorporate graphics to clarify regulatory intent. Continued from previous fiscal year.	2013/14 Budget		x		x	x			PC Subcommittee Meeting in October 2014 and Study session in November. PC Public hearing in December.	Planning	50%	February 2015	A
P02B	Zoning Code Update. Implement Phase III of the zoning code update, which includes various text amendments that range from minor amendments to more substantive changes related to accessory structures, density bonus, mechanical equipment in setbacks and other development standards that the Planning Commission overtime has determined warrant further study and possible amendment (continued from FY 2013-2014).	2014-15 Budget				x	x		x	Need to complete P02 from 2013-14 Budget	Planning	0%	September 2015	A

ADOPTED BUDGET WORK PROGRAM AND PRIORITIES

10/1/2014

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
P03	In Lieu Parking. Prepare an ordinance for review before appropriate commissions and the City Council that reflect policy direction received for the possible expansion of and changes to the existing in lieu parking program.	2014-15 Budget	x							CC Study Session 10/7/14	Planning	75%	Preliminary CC presentation in May 2014; Main presentation October 2014	A
P04	Historic Resources Survey. Finalize work related to the Citywide effort to establish an inventory of potential historic properties in the city (continued from FY 2013-2014)	2014-15 Budget		x		x				Consultants have completed field work; consultants to deliver draft work product by end of calendar year 2014	Planning	70%	June 2015	A
P05	Historic Preservation Incentives. Study Phase I recommendations from the Cultural Heritage and Planning Commissions and prepare ordinances and fee resolutions as appropriate for City Council review.	2014-15 Budget		x		x				Note: a project applicant requested a text amendment for historic preservation incentives so this task is being funded by the applicant (1000 N. Crescent Drive); Next step is a PC public hearing tentatively scheduled for October, 2014.	Planning	35%	March 2015	A
P06	Disaster Recovery Ordinance. Conclude work initiated in FY 2013-2014 to prepare an advance copy of a disaster recovery ordinance that would be used to facilitate recovery and rebuilding in the event of a disaster.	2014-15 Budget	x			x				PC Study Session in November, 2014	Planning	25%	February 2015	A
P07	Southeast Area, Government Efficiency. Continue to implement recommendations from the Mayor's Task Force on Government Efficiency and advance objectives of the Southeast Area Task Force as directed by the City Council.	2014-15 Budget	x		x			x		ongoing	Planning	65%	Ongoing through 2014/15	A

ADOPTED BUDGET WORK PROGRAM AND PRIORITIES

10/1/2014

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
P08	Evaluate the City's non-conforming use regulations and make recommendations as to possible code amendments, including addressing abandoned uses that previously received a conditional use permit.	2013-14 Budget								PC public hearing November, 2014; staff preparing outreach program to property owners.	Planning	80%	January 2015	A
P09	R-1 Bulk and Mass Standards - Continue to consider discrete amendments to the R1 development standards to address concerns related to building scale and mass required parking requirements. This work item is not a comprehensive re-evaluation of the R1 standards, but identifies opportunities to make minor changes to improve neighborhood compatibility and enhance the quality of the buildings being constructed, while also addressing concerns related off-street parking requirements.	2013-14 Budget								Task 10/24/13 - Community Open House PC approved recommendation on 9/29; to CC on October 21	Planning	40%	Nov 2015 second CC reading	A
P10	Complete amendments to the City's Density Bonus Program / Multi-family; minimum unit size	2013-14 Budget								PC Study Session December, 2014	Planning	15%	March 2015	A
P11	Provide resources as needed to support the City's new finance and permitting system, Enterprise Resource Planning (ERP)	2013-14 Budget				x	x			Conversion of existing permit system data to new system; approval of City requested amendments to new permit system; approval of CD's new development fee structure; ongoing meetings with consultant	Planning	30%	June 2015	A
P12	Continue to implement recommendations from the City's Governmental Efficiency, Southeast and Small Business Task Forces.	2013-14 Budget	x		x	x	x	x		Ongoing	Planning	25%	Ongoing through 2014-15	A
P13	Affordable Housing Fee Reduction	2013-14 Budget		x					x	Study fee; CC Adoption; Whenever the Com Dev fees go to the City Council this will go also.	Planning	35%	March 2014	B

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
Transportation Planning and Traffic Engineering														
T1	Ongoing tasks: Support Traffic & Parking Commission, coordinate permit parking zone establishment and modifications, manage City transit services, review traffic studies for new development and recommend mitigation measures and conduct traffic engineering studies (speed surveys, traffic volume counts, accident data), prepare service requests for signs and striping.	2014-15 Budget		x		x				Ongoing	Transportation Planning and Traffic Engineering	25%	June 2015	A
T2	Santa Monica Boulevard Reconstruction. Design and reconstruct Santa Monica Boulevard with construction beginning in early 2015	2014-15 Budget	x		x	X				Facilitate City Council selection of conceptual design for roadway improvements and coordinate development of a construction mitigation plan.	Transportation Planning and Traffic Engineering	conceptual design 75% - Construction mitigation plan 20%	December 2014	A
T3	Subway Monitorings. Coordinate public outreach for La Cienega station construction with the Capital Assets Department and the Los Angeles County Metropolitan Transportation Authority. Advocate for City's preferred alignment for Phase II of the Purple Line Extension.	2014-15 Budget	x			x				Coordinate public outreach and traffic mitigation for advanced utility relocation and station construction for La Cienega station	Transportation Planning and Traffic Engineering	20%	ongoing	A
T4	Citywide Bike Plan. Continue to develop acceptable enhancement to bike mobility throughout the City. Pursue a bicycle sharing program in coordination with Westside Cities Council of Governments.	2014-15 Budget		X		x				coordinate implementation of bicycle share program with Westside Cities COG	Transportation Planning and Traffic Engineering	20%	December 2016	A

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	% of COMPLETION	ESTIMATED COMPLETION	PRIORITY
T5	Transit Amenities. Develop design standards to bus shelters and bus benches, identify appropriate locations and seek funding sources.	2014-15 Budget			x	x				develop design standards for bus shelters. Replace existing bus benches	Transportation Planning and Traffic Engineering	Bus shelters 5%; bus benches 80%	December 2014	A
T6	Signs and Striping. Coordinate development of City-wide Sign and Striping plan with the Capital Assets and Public Works Services Departments; including development of an on-going maintenance program.	2014-15 Budget			x	x				develop scope of work for citywide striping plan; coordinate development of sign replacement program with Public Works Services	Transportation Planning and Traffic Engineering	Striping Scope of work – 95%; sign replacement program 5%	June 2015	A
T7	Tour Bus Management. Pursue methods to regulate tour bus activity. Address tour bus staging locations and possible improvements to the Third Street staging area.	2014-15 Budget	x			X				facilitate amendments to municipal code to regulate tour bus activity, develop plan to improve Third Street staging area	Transportation Planning and Traffic Engineering	Municipal code: 50%; Third Street Staging area 20%	June 2015	A
T8	Traffic studies for Olympic/Beverly/Beverwill	2014-2015 CIP				X			X	Complete traffic report	Transportation Planning and Traffic Engineering	30%	December 2014	A

Attachment 2

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
1	Trousdale Estates Traffic and Parking Management	Council Initiated			x					Test neighborhood traffic management measures; evaluate and consider revising construction related transportation measures	Development Services / Transportation	120 hrs%	6 months	A
2	Creation of Dog Park.	Council member Initiated			x					Consultant is completing Phase 2 environmental assessment and staff is reviewing environmental documents from consultant	Planning/Capital assets	25% complete; 100 hrs remaining	January 2015	A
3	Renaming of Fountain in Will Rogers Park.	CHC Initiated/Council concurred		x						On 9-30-14 the CHC approved moving this forward to the Rec & Parks Commission	Planning/Community Services	25% complete; 25 hours	December 2014	A
4	Consider use of artificial turf to meet front yard landscape requirement.	Council Initiated	x							PC/PW Liaison meeting	Planning /Public Works	120 hrs	6-8 months	A
5	Limitation to Hillside development.	Council Initiated		x						PC Subcommittee has met. Next step is noticed PC Study Session with extensive outreach to affected property owners	Planning	15% complete; 120 hrs	March 2015	A
6	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; The units in the Elm project are being built now so staff is working on this item.	Planning/ Policy and Management	120 hrs	9-12 months	A
7	Re-zoning of R1 lots on the east side of the 100 block of Carson Street.	Councilmember Initiated			x					Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	120 hrs	6-12 months	B

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
8	Second Unit Ordinance Revisions. Update the City's 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 evaluated 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/HUD approval of changes to second unit rules (City meets stat-mandated affordable housing in part with second units)	Planning	120 hrs	6-9 months	B
9	Possible amendment to Sign Code related to real estate signage.	Requests from members of the public	x							CC and PC heard testimony from public during public comment (Michael Libow) and did not indicate a desire to pursue action; staff meeting with a member of the public on 10-1-14 re her concerns (woman who spoke with the mayor during Monday walk).	Planning / Community Pres.	5% complete; 100 hrs est to complete	6-9 months	B
10	Survey regarding Renaming of South Santa Monica Blvd.	Council Initiated	x							Draft survey completed and being reviewed for distribution	Planning	25%	January 2015	B
11	Historic Walking Tour Smart Phone App.	CHC Initiated	x	x	x					Coordinate with IT on technology needs.	Planning/IT	50%	3 months	B
12	Historic Preservation Video Series.	Council Initiated		x						Presented to CC 9/23/14 as a C item and moving forward with implementation with Cable	Planning/Cable	10%	First 2 videos to be complete by June 2015	B
13	Cultural Heritage Recognition Program	CHC Initiated		x						Cultural Heritage Study Session	Planning	0%	6 months	B
14	Extend SFD Design Review to Hillside & Trousdale Areas. Evaluate and develop recommendations related to the extension of design review of single family homes in Hillside and Trousdale	2010-11 Budget		x	x					Planning Commission and City Council Public Hearings/City Council Adoption of Text Amendment	Planning	300 hrs	1 Year	B

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
15	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 hrs	4-6 months	B
16	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 hrs	2 months	B
17	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 - consultant hired and inventory at least partially completed.	Planning/ Transportation	80 hrs	4-6 months	B
18	View Preservation - Hillside Area. 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	400 hrs	1-2 years	C

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
19	Vacant Storefront Signage Program. Establish a program of standard graphics for vacant storefronts in the business triangle.	Small Business Taskforce Recommendations	x		x					Planning Commission and City Council Public Hearings	Planning/ Policy and Management	120 hrs	6-9 months	C
20	Affordable Senior Housing Strategies Ordinance. Zone Text Amendment which institutes affordable housing mechanisms for senior affordable housing 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 hrs	6-12 months	C
21	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 hrs	2 months	C

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
22	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 - may need to look at changes in the future per proposed changes to state law, no matter the priority level	Planning/ Transportation	360 hrs	9-12 months	C
23	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 hrs	3-4 months	C
24	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 hrs	12-18 months	C

NON-BUDGETED WORK EFFORT/PRIORITIES

NO.	TITLE/DESCRIPTION	SOURCE	ES	GP	VS	GF	PI	SP	DI	REQUIRED ACTION	DEPARTMENT PROGRAM	WORK EFFORT (HRS)	DURATION (Est. time to complete)	2014-15 PRIORITY
25	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	120 hrs	6-9 months	C
26	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	80 hrs	6 months	C
27	Single Lot Standards. Zone Text Amendment to development regulations to improve the viability of single lot commercial development. 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 - Relates to redevelopment of commercial areas and the In-Lieu ordinance addresses this in part (zoning standards/parking).	Planning	120 hrs	6-9 months	C
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			x					Research and possible hearings before the Planning Commission & City Council	Planning	120 hrs	4-6 months	C

Attachment 3

MAJOR ACTIVITIES : January - Sept 2013 vs. 2014

BLDG PERMITS ISSUED (Over \$500K valuation)

Description	No. of Permits Issued		% Change
	2013	2014	
New Commercial parking Structure	1	0	-100
Demo/Shoring Commercial Bldg	0	2	
Commercial TI	20	29	45
New MFRs	5	1	-80
MFR Remodel	1	2	100
New SFDs	25	28	12
SFD add/remodel	24	18	-25
Public Facility	1	1	0

MAJOR PLAN CHECKS (Over \$500K valuation)

Description	No. of Plan Checks		% Change
	2013	2014	
Mixed Use – New	1	0	-100
Commercial TI	5	24	380
New MFRs	1	1	0
MFR Remodel	1	0	-100
New SFDs	19	19	0
SFD add/remodel	10	20	100
Public Facility	2	0	-100

Attachment 4

Current Development Activity

FISCAL YEAR COMPARISON

	Jan-Jul 2013	Jan - Jul 2014	Difference	Change (%)
VALUATIONS & REVENUE				
Total of Project Valuations	153,263,749	188,771,215	35,507,466	↑ 24
Building Permit Revenue	3,158,223	3,398,188	239,965	↑ 8
Building Plan Check Revenue	3,045,643	2,334,244	(711,399)	↓ 24
BUILDING PLAN CHECKS				
Building Plan Checks (500+ valuation)	59	76	17	↑ 29
Building Plan Checks (less than 500K valuation)	1,408	735	673	↓ 48
Total Number of Plan Checks	1,467	811	656	↓ 45
PERMITS & INSPECTIONS				
Building Permits Issued	1,358	1,652	294	↑ 22
Number of Inspections	12,877	11,489	644	↓ 5

There was a decrease in over-all plan check activities and revenues due to the adoption of the new building codes beginning January 1, 2014 resulting to the influx of building plan submittals prior to this date. The decrease may also be attributed to the lack of staffing resources in the Planning Division which delayed the transition from the entitlement process to plan review.

There was also a decrease in number of inspections which may be due to the re-assignment of Randy Miller, a Senior Building Inspector, to an Inspector Supervisor.

Major Commercial Projects over \$500K valuation (in various stages of development)

257 N Canon - new 3-story commercial building (shoring and subterranean parking)
 Yves Saint Laurent (retail tenant improvement)
 Louis Vuitton (retail tenant improvement)
 Neiman Marcus (retail tenant improvement)
 Academy of Motion Picture and Arts (tenant improvement)
 Ocean Prime Restaurant (tenant improvement)
 151 El Camino Office bldg. (tenant improvement)
 9900 Wilshire Building – Demo project
 8420 Wilshire (Medical tenant improvement)
 9876 Wilshire Building – Demo, shoring and excavation
 Palm Restaurant (tenant improvement)
 Salon Republic (retail tenant improvement)
 Live Nation (office tenant improvement)
 United Entertainment (office tenant improvement)
 Panera Bread (tenant improvement)
 Barney's New York (retail tenant improvement)

Burberry Building (retail tenant improvement)
L'ermitage Hotel (tenant improvement)
Ferragamo (retail tenant improvement)
Cos (retail tenant improvement)
Jimmy Choo (retail tenant improvement)
Kate Spade (retail tenant Improvement)
Piaget (retail tenant Improvement)
Luther Burbank Savings (office tenant Improvement)
150 El Camino Office Bldg (façade improvement)
9595 Wilshire Office building (interior remodel)
Spaghettini (tenant improvement)
465 N Roxbury (tenant improvement)
Wally's Vinoteca (restaurant tenant improvement)

Total: 29

Residential Condominiums over \$500K valuation (in various stages of development)

450 N Palm Dr – 10-unit
460 N Palm Dr – 25-unit
309 S Elm Dr – 30-unit
154 N La Peer Dr, 4-story bldg
313 Reeves Drive – 10-unit
208 Lasky Dr – 4-unit
131 S Maple Dr – interior remodel
128 S Canon Dr – interior/exterior remodel

Total: 8

New Homes (over \$500K valuation) in various stages of Plan Review

1108 Wallace Ridge
911 Hillcrest Rd
607 N Canon Dr
512 Walden dr
1925 Carla Ridge
710 N Camden
1506 Lexington Rd
308 S Almont Dr
221 S Crescent Dr
356 S Clark Dr
209 S La Peer
814 Whittier Dr
523 N Roxbury Dr
615 N canon Dr
1335 Carla Lane
614 N Camden Dr
2002 Loma Vista Dr
8701 Clifton Way

727 N Rodeo

Total: 19

Addition/remodel of Homes (over \$500K valuation) in various stages of Plan Review

1110 Hillcrest Rd

712 N Maple Dr

1023 Hillcrest Rd

124 S Swall Dr

1021 Ridgedale Dr

1905 Loma Vista Dr

711 Hillcrest Rd

718 N Roxbury Dr

1120 Summit Rd

810 Whittier Dr

570 Evelyn Place

814 Whittier Dr

523 N Roxbury Dr

615 Alpine Dr

336 El Camino Dr

1181 Laurel Way

809 Hillcrest Rd

1510 Loma Vista Dr

328 S Willaman Dr

1127 Miradero Rd

Total: 20

Issued Permits for New Homes (over \$500K valuation)

619 Doheny Rd

1175 Hillcrest Rd

1021 N Beverly Dr

1006 Laurel Way

620 Arkell

1011 Lexington Rd

942 Alpine Dr

1231 Lago Vist Dr

724 N Camden Dr

1012 Hillcrest Rd

1251 Shadow Hill Way

1535 Carla Ridge

605 N Palm Dr

550 Vick Place

1141 Loma Vista Dr

1231 Lago Vista Dr

464 Spalding dr

312 S Clark Dr

321 S Oakhurst Dr

353 S Almont Dr

484 Hillgreen Dr

8601 Clifton Way
707 N Linden Dr
435 Castle Place
1251 Shadow Hill
439 Spalding Dr
1162 Tower Rd
435 Peck Dr
Total: 28

Issued Permit for House Additions/Remodels(over \$500k valuation)

506 N Maple Dr
570 Evelyn Place
1231 Lago Vista Rd
1023 Hillcrest Rd
801 Alpine Dr
370 Trousdale Pl
826 Greenway dr
1115 Wallace Ridge
1000 N Crescent Dr
571 Chalette Dr
712 N Maple Dr
1016 Woodland Dr
1110 Hillcrest Rd
530 Vick Place
580 Arkeil Dr
805 Whittier Dr
518 Doheny Rd
1156 San Ysidro Dr
Total: 18

Attachment 5

130 S. Carson Rd.
Beverly Hills, CA 90211
310-854-120 home
310-497-0759 mobile
eileenfinney@cs.com
RECEIVED
City of Beverly Hills

EILEEN FINIZZA-FINNEY

SEP 19 2014

Planning Division
Community Development

September 17, 2014

Dear Honorable Mayor Lili Bosse, Vice-Mayor Dr. Julian Gold, Councilmembers Nancy Krasne, Dr. William Brien, John Mirisch, City Manager Jeff Kolin, Asst. City Manager Mahdi Aluzri, Susan Healy-Keane Director-Com. Development,

My family and I have lived at 130 S. Carson Road on the north-east corner of Carson Road and Charleville, since 1979. My property, and property on Stanley and Charleville (east of me) was originally zoned R-1. About 7 years ago, the empty lot on Stanley including property east and in back of my home, have been up-zoned, permitting intense development.

As a result only two remaining parcels, mine and one other at 128 S. Carson Road, remain R-1. Consequently, both of these properties have devalued and will decline even further in value as a result of the impending development of 8600 Wilshire Blvd.

When the developers of the other properties and 8600 Wilshire were granted variances, I was placed at increasing disadvantage. It is commonly known that R-1 properties adjacent to intensely developed are less desirable than properties in clearly designated R-1 districts and thereby suffer significantly diminished valuations. This is not fair!

There is no other way to make this right than to grant me and my neighbor the same up-zoning to the last two remaining R-1 properties on the block. Now is the time to make that change.

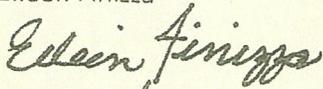
PLEASE DIRECT STAFF TO INITIATE RE-ZONING OF THE R-1 PROPERTIES LOCATED AT 128 AND 130 S. CARSON ROAD TO R-4.

I trust you will find this an equitable solution to an otherwise untenable situation.

Thank you for your consideration. I look forward to news of a favorable ruling in the near future.

Sincerely,

Eileen Finizza



The Hamman Family

