

Planning Services Division 2010 Work Plan

January 2010



PRIMARY RESPONSIBILITIES

1. Implement the goals of the General Plan.
2. Staff and provide professional recommendations to the Planning Commission, the Design Review Commission, the Downtown Street Improvement Master Plan Implementation Committee and other committees and task forces.
3. Provide assistance to the public in the areas of zoning, planning and other related activities.
4. Process and review development applications in a timely manner.
5. Conduct long-range planning studies as directed.
6. Process building permit applications.
7. Investigate and resolve code violations.
8. Complete the tasks in the approved work plan.

APPLICATIONS SUMMARY 2001-2009

Type	2001	2002	2003	2004	2005	2006	2007	2008	2009
Hillside Dev. Permit	-	40	91	98	104	97	62	48	45
Hillside Dev. Permit (OTC)	-	-	-	-	-	-	87	75	72
Design Review	74	65	34	35	40	51	32	40	24
Variance	34	50	27	34	25	28	27	21	22
Tree Permit	-	-	2	19	18	19	13	16	15
Second Unit ¹	-	-	10	11	6	5	5	8	7
Sign Permit	11	10	16	10	13	6	10	9	16
Lot Line Revisions	14	7	6	9	10	11	11	8	9
Land Use Permit	11	16	7	6	13	8	6	5	1
Minor Subdivision	4	1	4	5	6	6	2	1	1
Right of Way Abandonment	3	0	0	4	1	0	0	0	4
Change of Address	13	19	4	-	10	10	5	10	8
Temporary Land Use	4	6	3	3	3	3	3	3	4
General Plan Amendment	0	0	2	3	1	0	0	2	3
Rezone	2	1	2	2	2	0	0	1	0
Certificate of Compliance	-	-	1	2	1	1	1	0	0
Tract	2	1	0	2	1	0	0	0	0
Zoning Text Amendment	0	1	7	1	2	1	2	0	6
Grading Permits	-	-	-	3	3	1	3	1	2
TOTALS	172	217	216	247	259	247	269	248	239

¹ Second units were not listed as a separate dwelling unit type until 2003..

ANNUAL CONSTRUCTION OF HOUSING UNITS BY TYPE

Year	Single Family Units ²	Multi-Family Units	Second Units ³	Demolitions ⁴	Net Housing Unit Increase	Total Unit Increase By Decade
1980	35	0		0	35	
1981	40	4		1	43	
1982	21	3		0	24	
1983	31	0		0	31	
1984	33	32		1	64	
1985	31	0		0	31	
1986	57	16		6	67	
1987	54	0		8	46	
1988	61	8		7	62	
1989	40	0		6	34	
						437
1990	23	13		9	27	
1991	25	0		14	11	
1992	17	0		7	10	
1993	13	0		0	13	
1994	16	5		0	21	
1995	21	6		0	27	
1996	21	0		0	21	
1997	35	0		0	35	
1998	44	0		0	44	
1999	29					
						238
2000	29	75		0	104	
2001	19	0		18	1	
2002	21	11		19	13	
2003	20	0		12	8	
2004	7	9	1	6	11	
2005	15	0	3	3	18	
2006	10	0	4	11	14	
2007	14	0	0	5	14	
2008	11	0	2	10	13	
2009	7	0	1	5	8	
						206

² New unit, not replacement or reconstruction

³ Second units were not listed as a separate dwelling unit until 2004

⁴ Includes all demolitions regardless if unit(s) rebuilt

COMMISSION & COMMITTEE AGENDA LOAD 2001-2009

Commission	2001	2002	2003	2004	2005	2006	2007	2008	2009
Planning									
1. No. of meetings	28	28	29	25	27	24	25	23	21
2. No. of items considered	116	122	84	115	70	78	77	60	48
3. No. of new applications considered	7	37	44	40	34	42	33	34	29
Design Review									
1. No. of meetings	19	29	33	27	28	28	25	20	22
2. No. of items considered	129	166	165	215	143	150	124	110	82
3. No. of new applications considered	43	57	88	68	65	72	52	39	27
DSIMPIC									
No. of meetings	5	6	7	4	4	0	2	1	1

ZONING ADMINISTRATOR AGENDA LOAD 2001-2009

Zoning Administrator	2001	2002	2003	2004	2005	2006	2007	2008	2009
Number of meetings	n/a	22	28	28	21	24	22	19	16
Number of new applications considered	56	60	54	61	53	51	40	35	22

CODE ENFORCEMENT LOG 2009

	Building Code & Zoning	RVs, Boats Trailers & Vehicles	Noise	Signs	Home Business	Encroachment in Public ROW	Trees	Livestock	Illegal Dumping	Residential Nuisance
January		2	1	1		1			1	5
February	1		1	3		1		1		7
March	5	1			1		1	1	1	9
April	1	5	1		2		2	1		1
May	1				2	2	2			4
June	2	1			1	4	1			4
July	3	2				1	1	1		9
August	2	1		6		1		1		6
September							1			2
October	1	2			2					7
November	1		1	3						5
December		1		4			1			4
TOTAL	17	15	4	17	8	10	9	5	2	63

PLANNING COUNTER VISIT LOG⁵ - 2009

	2002	2003	2004	2005	2006	2007	2008	2009
January	-	243	288	236	266	217	259	209
February	-	235	129	288	282	297	243	175
March	-	275	300	314	187	382	347	184
April	-	273	279	254	292	295	225	212
May	276	249	266	279	337	295	213	196
June	249	268	299	321	373	293	321	191
July	263	267	271	311	340	304	240	204
August	240	315	273	249	313	308	257	181
September	251	241	254	300	356	317	233	165
October	245	252	226	240	374	306	224	185
November	188	163	179	277	269	287	157	170
December	186	136	153	159	338	196	151	127
TOTAL	1991	2917	2917	3228	3727	3202	2870	2199

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⁵ Number of persons per month based on counter sign in sheets.

LONG RANGE TASKS COMPLETED: 2001 - 2009

1. General Plan update
2. Adoption of a State-certified housing element (2002)
3. Hillside ordinance updates, 2002 and 2003
4. LR10 ordinance update and creation of the LR5 district
5. Lot line revision ordinance update
6. Grading ordinance update
7. A new public art ordinance
8. Parking development payment fee update
9. A new sports court ordinance
10. Revisions to the second unit ordinance
11. A new tree protection ordinance
12. A policy on temporary homeless shelters
13. Completion of the RR5 study, followed by a City-wide amendment to the general plan map & rezoning of parcels to LR5
14. A policy on public notification
15. A new construction and demolition debris recycling ordinance
16. An ordinance creating a new design review trigger – structures exceeding 17' in height
17. A revised flat fee structure for Planning services
18. A new recycled water ordinance
19. New regulations to implement the C.3 provisions of City's municipal stormwater discharge permit
20. Reasonable accommodations ordinance
21. Hillside ordinance revisions, 2006
22. Density bonus policy
23. Regulation of the demolition of buildings in the redevelopment project area
24. Updated code enforcement ordinances and a new code enforcement program
25. Revisions to the sign ordinance
26. Adoption of an Environmental Strategy
27. Adoption of the Local Hazard Mitigation Plan
28. Adoption of the Redevelopment 5-year Implementation Plan
29. Selection of Eden Housing, Inc as the City's partner to build an affordable senior housing project; approval of entitlements for the Eden Housing senior housing project

30. Approval of the Veterans Building land use permit
31. Approval of the application to construct a new library
32. Initiation of the Downtown Strategy
33. Designation of the Downtown as a Priority Development Area
34. Designation of major open space areas as Priority Conservation Areas
35. Housing Element update
36. Growth Management Element update
37. Inventory of vacant and underdeveloped land within City limits and Sphere of Influence
38. Annual housing report
39. Upgrade of existing walkways and drainage impact fees
40. Revisions to the City's conservation and scenic easement documents
41. Amendments to tree ordinance
42. Adoption of ABAG's Multi jurisdictional Hazard Mitigation Plan
43. Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement
44. Moratorium on the medical marijuana dispensaries; study underway
45. Submitted application for grants: Energy Efficiency and Conservation Block Grant (\$137,000); Technical Assistance Program Grant (\$50,000)
46. Adoption of a 2009 Lafayette Stimulus Package and subsequent amendment

Streamlining and improving procedures, processes and information

1. Creation of the Applications Review Committee to triage incoming applications
2. Amendments to the review process so that most applications can be acted upon by the zoning administrator
3. Creation of the assisted-zoning administrator (AZA) process to reduce the Commissions' work loads
4. An updated database to better track the application process
5. Updates to the City's web site to include FAQs and all Planning application forms & handouts
6. Establishment of a procedure for certificates of compliance for existing lots
7. Direct linkage to Permits Plus, the Building Department's permit tracking system, eliminating paperwork to place holds on inspections
8. Updated application forms and handouts
9. Standardization of conditions of approval
10. A new procedure to place holds on framing inspections to better track changes to the approved plans.
11. Digital presentation of applications at Commission meetings.
12. Improved the Planning page on the City's web site by adding the zoning map, examples of good submittals, "Tips for success", and "What to expect at public meetings."

REVENUES AND EXPENDITURES

PLANNING REVENUES BY FISCAL YEAR

FY	Total Revenues Received (\$)	Total General Fund Expenditures (\$)	Revenues as a % of Expenditures
2002-2003	671,883	820,689	83
2003-2004	830,332	830,872	99.9
2004-2005	745,912	866,436	86
2005-2006	857,545	938,506	93
2006-2007	944,283	966,351	97
2007-2008	853,017	1,010,938	84
2008-2009	708,854	1,070,647	66
2009-2010 (Jul-Dec)	304,023	512,408	59

REVENUE BREAKDOWN BY FISCAL YEAR

FY	Total Revenues Received (\$)	Building Permit Surcharge (\$)	Application Fees (\$)	Regional Traffic Fee (\$)
2002-2003	671,883	346,727 (52%)	202,354 (30%)	122,802 (18%)
2003-2004	830,332	284,775 (34%)	430,496 (52%)	115,061 (14%)
2004-2005	745,912	274,215 (37%)	421,441 (56%)	50,256 (7%)
2005-2006	857,545	317,979 (37%)	440,262 (50%)	112,901 (13%)
2006-2007	944,283	344,831 (37%)	541,039 (57%)	58,413 (6%)
2007-2008	853,017	340,813 (40%)	476,271 (56%)	35,933 (4%)
2008-2009	708,854	274,021 (39%)	383,205 (54%)	51,628 (7%)
2009-2010 (Jul-Dec)	304,023	101,908 (34%)	183,249 (60%)	18,866 (6%)

2009 TASK LIST: YEAR END REVIEW

Downtown

No.	Task	Status
1.	Downtown Strategy and Specific Plan (DSP)	Underway
2.	Prepare work plan and schedule for 2010	Underway. Joint meeting to review the 2010 work plan to be held on February 8, 2010.
3.	Post-Specific Plan Adoption: Develop list of implementation programs	Deferred until Fall 2010
4.	Initiate sign ordinance update	Post DSP-adoption task to be initiated in October 2010
5.	Initiate study on uses and land use districts in the Downtown	Background data collection underway. Task to begin post DSP-adoption

Housing Element

No.	Task	Status
6.	Housing Element update	Completed
7.	Complete an inventory of residential units that have been converted to non residential uses	Carried over to 2010 work plan
8.	Complete an inventory of vacant and underdeveloped land within City limits and in the SOI	Completed
9.	Senior Housing General Plan amendment	In Planning Commission review (January 19, February 17)
10.	Regulating house size	Carried over to 2010
11.	Annual Housing Report	Completed

No.	Task	Status
12.	Inclusionary housing ordinance & in lieu fees	On hold per City Council's direction
13.	Post housing element: adoption: develop list of implementation programs and timeline	Merged with task 6

Environment

No.	Task	Status
14.	Green building policies and ordinance	Carried over to 2010
15.	Prepare a Climate Action Plan	Carried over to 2010
16.	Initiate amendment of the General Plan to add new policies and programs	Carried over to 2010
17.	Begin ongoing monitoring of in-house and community activities to meet climate change targets	Carried over to 2010
18.	Initiate compliance with regulations resulting from AB 32 and SB 375	Carried over to 2010

Municipal Code

No.	Task	Status
19.	Eastern Deer Hill Road General Plan amendment	In City Council review (January 25, February 8)
20.	Growth Management Element update	Completed
21.	Local CEQA guidelines	Carried over to 2010
22.	Development fees audit: Upgrade of existing walkways & drainage impact fees	Completed
23.	Development fees: consideration of new impact fees such as a Capital Facilities fee	On hold per City Council's direction

No.	Task	Status
24.	Update City's conservation and scenic easement documents	Completed
25.	Zoning text amendment regarding horticultural uses in the R-100 district	In Planning Commission review (December 17)
26.	Amendments to tree ordinance	Completed
27.	State Fire Regulations: Review and take City action on California Department of Forestry and Fire Protection recommendations for very high fire hazard severity zones; review and formulate City procedures for implementation of California Building Code requirements for fire safety; monitor Contra Costa Fire Protection District's standards for abatement of fire hazards.	On hold pending receipt of maps from the Fire District
28.	Complete ABAG's Multi jurisdictional Hazard Mitigation Plan	Completed
29.	Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement to establish administrative fines, etc. and appeals fees; update outdoor storage language as it pertains to vehicle definitions; and, incorporate the changes into Chapter 8-21 for uniform enforcement, respectively.	Completed
30.	Establishment of a moratorium to study location of medical marijuana dispensaries	Completed.

Parks, Trails and Open Space

No.	Task	Status
31.	Open Space Plan	Completed
32.	Environmental review and application processing for Parks Master Plan (if required by the Parks, Trails and Recreation Department)	Completed
33.	Environmental review and application processing for Bike Park (if required by the Parks, Trails and Recreation Department)	Negative declaration preparation and hillside permit processing in 2010

Redevelopment

No.	Task	Status
34.	Redevelopment Plan Amendments	Post DSP adoption. Carried over to 2010
35.	5-year redevelopment implementation plan	Completed

Ongoing/Other

No.	Task	Status
36.	Bollinger Development Agreement (DA)	Schedule dependent on property owner submitting rezoning application and final draft of the development agreement
37.	Monitoring of regional activities: (1) developments in neighboring jurisdictions and (2) regional issues (Palos Colorados, Rancho Laguna, Moraga Downtown Specific Plan, ABAG Projections, SB375 implementation, etc.)	Ongoing
38.	Apply for grants A. Energy Efficiency and Conservation Block Grant B. Technical Assistance Program Grant	i. Completed (applied for \$137,000; awaiting decision) ii. Completed (applied for \$50,000; awaiting decision)

Other departments (not in original work plan)

No.	Task	Status
39.	Lafayette Community Center Community Events Board (S02-09 & V01-09)	Completed
40.	Amendment to 2009 Lafayette Stimulus Package, relating to Existing Small Businesses (Chevalier Restaurant), Hours of Operation, & Parking Requirements (V06-09)	Completed
41.	Farmer's Market at Plaza Park	Completed
42.	Research for Admin. Svcs. Dir. to determine why assessed value for certain properties has dropped resulting in lower property taxes.	Completed

2010 DRAFT TASK LIST

Downtown

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
1.	Complete Downtown Specific Plan (DSP)				See attached schedule
2.	Prepare a Comprehensive Parking Strategy for the downtown	<p>Tasks include but are not limited to:</p> <ul style="list-style-type: none"> ❖ Inventory of existing on-and off-street parking spaces (Fehr and Peers collected this data for the DSP in September 2007) ❖ Determination of: <ol style="list-style-type: none"> a. Ownership of these spaces (public or private) b. Parking time limits imposed on these spaces c. Rates charged (are the spaces free? Monitored? Metered?) d. Parking occupancy on weekday and weekend peak periods (Fehr and Peers calculated occupancy based on counts taken from 3-5 PM one weekday in September 2007) e. Number of employees who work in the downtown core (existing and future) f. Square footage of land uses served by the parking (existing and future) ❖ Survey ❖ Assessment of current regulations ❖ Public workshops 	None	400	Begin March 2010
3.	Prepare Commercial Design Guidelines	Could include standards for upper storey step backs, set backs, open space areas, view protection, treatment of buildings at intersections, etc.	None	200	Begin March 2010
4.	Prepare design review findings for the Downtown	Tailor DR findings to the downtown. Consider additional findings for overlay areas such as Brown Avenue?	None	100	Begin March 2010

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
5.	Identify locations for medians on Mt. Diablo Blvd. east end	Work with the East End businesses and Chamber of Commerce to identify intermittent locations for medians. This will then be folded into the DSIMP update	None	200	Begin March 2010
6.	Post DSP adoption: begin zoning ordinance update	<ul style="list-style-type: none"> ❖ Amendments to downtown zoning districts ❖ Sign ordinance update 	None	100	Begin October 2010; 1-2 years

Housing⁶

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
7.	<u>Program H-1.2.2: Conversion of Housing Units Downtown</u> Develop an inventory of residential units that have been converted to non-residential uses without the required permits and in violation of the Zoning Ordinance in the C, C-1, SRB, and RB zoning districts. Work with property owners to convert and reclaim these units back to their original residential use.	<ol style="list-style-type: none"> 1. Inventory of converted residential units in the Downtown. 2. Work with property owners to develop a long term plan to restore original use 	See footnote 1	100	Inventory complete by September 2010 Work with property owners from December 2010 & ongoing.
8.	<u>Program H-1.5.2: Green Building Program</u> : Develop a green building program for residential, industrial and commercial uses. Consider offering incentives to property owners whose buildings exceed the City's minimum requirements such as granting Green Awards, posting details of the building on the City's web site, and providing plaques certifying that the building exceeds the City's minimum green building standards.	<ol style="list-style-type: none"> 1. Review definitions and set goals for each development type 2. Draft ordinance for public hearings 3. Adopt a policy on white roofs, considering myriad factors including the City's Hillside Ordinance and General Plan. 	None	100	Complete by July 2010

⁶ Request for redevelopment funds for housing consultant assistance will be made for FY10/11 budget

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
9.	<p><u>Program H-1-1: Review Existing Zoning Regulations that Protect Existing Smaller Units:</u> Consider a "House Size Ordinance" to ensure that adequate protection exists to prevent the replacement of small units with larger and more expensive units that are not in keeping with the character of the neighborhood.</p>	<ol style="list-style-type: none"> 1. Address issue of house size/compatibility with neighborhood. 2. Update the City's Residential Design Review Guidelines including lighting, neighborhood compatibility standards, white roofs, etc. 	None	120	<p>Begin February 2010 Complete by December 2010</p>
10.	<p><u>Program H-2.4.1: Multifamily Housing Development:</u> Amend the Zoning Ordinance to allow the development of multifamily housing as of right in areas where such development now requires a land use permit. Continue to require design review to ensure that developments are compatible with surrounding uses.</p>	<ol style="list-style-type: none"> 1. Amendment to downtown commercial zoning districts 	See footnote 1	80	Begin July 2010
11.	<p><u>Program H-3.1.5: Establish an Inclusionary Housing Ordinance:</u> Complete an Inclusionary Housing Ordinance to require developers of residential developments outside the Redevelopment Area to provide up to 10% of their units at rents or purchase prices affordable to very-low to moderate income households. Continue to enforce the 15% inclusionary requirement that is already in place within the Redevelopment Area.</p>	<p>Carried over from 2009 work plan after it was put on hold by the Council.</p> <ol style="list-style-type: none"> 4. Resume work on adopting an Inclusionary Housing Ordinance 5. Adopt housing in lieu fee 6. The ordinance will include the implementation of an in-lieu fee for certain housing developments. The funds collected will be used to facilitate the development of additional affordable housing units. Additionally, the City will finalize a list of incentives for providing mandated units. Preliminary discussions have included reduced finishes in BMR units, the payment of in-lieu fees rather than the building of units, customized analyses to determine in-lieu fees, etc. 	See footnote 1	100	<p>Begin in March; Complete by December 2010</p>

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
12.	<p><u>Program H-3.2.1: Senior Housing Overlay</u>: Consider creating a Senior Housing Overlay Zoning District. Include criteria that protect neighborhood character and assure good design, as well as flexible parking, setback and other requirements, where applicable.</p>	<p>PC to hear the matter again on February 22nd</p>	<p>None</p>	<p>20</p>	<p>Complete by May 2010</p>
13.	<p><u>Programs H-3.6.1: Emergency Shelter</u>: In conformance with the requirements of SB 2, revise the Zoning Ordinance to permit an emergency shelter as a permitted use in the General Commercial Zoning District 1 (Zoning Map symbol C-1), Require that the Uniform Housing Code (UHC) Space and Occupancy Standards be applied to shelters pursuant to Health and Safety Code §50807. Design Review approval shall also be required prior to issuance of a building permit. Any shelter shall be limited in size to 30 or fewer beds, consistent with the unmet needs shown in the bi-annual homeless count conducted by the County. In addition, any shelter developer must submit a management plan for the facility's operation. The City commits to ensuring that shelters will be subjected to the same development standards that apply to other allowed uses within these zones.</p>	<p>Zoning ordinance amendments. Tasks 13 and 14 to be combined into one task</p>	<p>See footnote 1</p>	<p>80</p>	<p>Complete by December 2010</p>

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
14.	<p><u>H-5.1.5: Review and Revise the Zoning Ordinance.</u> Review the Zoning Ordinance and consider revisions to governmental constraints on the development of housing.</p> <p>a) Consider the strict regulation of the conversion of existing multiple family residential units in the C, C-1, SRB, and RB Zoning Districts.</p> <p>b) For developments seeking a reduction in the parking requirements, require developers to demonstrate reduced parking needs.</p> <p>c) Include definitions for the following. Ensure that zoning districts where these uses are allowed clearly identify such uses.</p> <ul style="list-style-type: none"> • group homes • emergency shelters • residential care facilities • senior housing • foster care home • family care home • transitional housing • supportive housing • Single-Room Occupancy units <p>d) Ensure that the definition of “family” is consistent with State & Federal law.</p> <p>e) Add language to the Code that specifically indicates that transitional housing and supportive housing are residential uses subject only to those restrictions that apply to other residential uses of the same type in the same zone.</p>	See Item 13	See Item 13	See Item 13	See Item 13

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
15.	<u>Program H-5.3.1: Annual Report:</u> Prepare an annual report to the City Council and Planning Commission that describes the amount and type of housing activity correlated with an updated summary of the City's housing needs.	Annual task	None	10	Complete by July 2010

Environment

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
16.	Climate Action Plan; initiate amendment of the General Plan to add new policies and programs; begin ongoing monitoring of in-house and community activities to meet climate change targets; initiate compliance with regulations resulting from AB 32 and SB 375	From adopted Environmental Strategy Tasks, in order, include: <ul style="list-style-type: none"> ◆ Preparation of a Climate Action Plan (expansion of the adopted 2006 Environmental Strategy) by staff and Environmental Task Force to address City-based and community-based measures to reduce greenhouse gas emissions ◆ Amend, as needed, the General Plan to include goals, policies and programs from the Climate Action Plan ◆ On-going implementation and monitoring of Climate Action programs ◆ Monitoring of AB32 and SB375 	None	400 (for Climate Action Plan)	Begin April 2010; Complete Climate Action Plan by November 2010

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
17.	Complete Local CEQA guidelines	<p>Carried over from 2009 work plan. Tasks to be completed include:</p> <ul style="list-style-type: none"> ♦ Complete the draft thresholds of significance ♦ Incorporate State guidance on evaluation of greenhouse gas emissions ♦ Work session with City staff to review draft thresholds ♦ Prepare local guidelines; revise Environmental Checklist to be specific for Lafayette including new or revised thresholds ♦ City Attorney review of guidelines ♦ Begin public review process and hearings before the Circulation Commission, Parks, Trails and Recreation Commission, Planning Commission and City Council 	None	200	Begin in June 2010; Complete by December 2010
18.	Green building ordinance	See Task 8	See Task 8	See Task 8	See Task 8

Municipal Code Updates

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
19.	Adopt State Model Water Efficient Landscape Ordinance, prepare handout material for applicants, contract with consultant to provide review of landscape plans	<p>State mandated adoption of Model Water Efficient Landscape Ordinance which applies to public and private projects. Tasks to be completed include:</p> <ul style="list-style-type: none"> ♦ Review model ordinance with public works and parks and recreation staff and city attorney to determine staff responsibilities and obligations for implementing the ordinance ♦ City Council adoption of model Ordinance ♦ Contract with public agency or private sector consultant for landscape and irrigation plan review services ♦ Prepare handouts on Landscape Documentation Package required by Ordinance and review process for private development projects subject to building permits or discretionary review 	None	100	Begin in April 2010; Complete by August 2010

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
20.	Adopt medical marijuana dispensaries regulations	Carried over from 2009 work plan. 1. Research regulations recently adopted by other local jurisdictions. 2. Follow the status of the potential medical marijuana ballot measure. 3. Amend the Zoning Ordinance.	None	40	Complete by July 2010
21.	Update park land dedication fees and park facilities fees	Required by the parkland dedication fee ordinance	Funds will be needed to conduct land appraisal	20	Complete by May 2010
22.	Adopt revised model Construction and Demolition Debris Ordinance	Revise Chapter 5-6 to reflect new thresholds and procedures as required by Central Contra Costa Solid Waste Authority (CCCSWA)	None	40	Begin February 2010; Complete by April 2010
23.	Eastern Deer Hill Road General Plan amendment	Carried over from 2009 work plan	None	20	Underway; completion in February 2010
24.	Zoning text amendment: horticultural uses	Carried over from 2009 work plan. Originally requested by Planning Commission. Draft ordinance has been reviewed once by the Planning Commission. 1. Revise the proposed modifications in response to Planning Commission feedback in December 2009. 2. Research size threshold in other jurisdictions. 3. Amend the Zoning Ordinance.	None	20	Complete June 2010

Other

No.	Task	Details	Additional funds needed	Estimated staff hours	Schedule
25.	Adopt a policy regarding staging of Public Works projects as directed by City Council	<ol style="list-style-type: none"> 1. Determine locations for staging public works projects 2. Develop mitigation measures for the temporary use 	None	20	Complete by March 2010
26.	Process hillside development permit for the proposed bike park		None	50	TBD
27.	Apply for grant funding		n/a	TBD	Ongoing
28.	Adopt Very High Fire Hazard Severity Zones for Lafayette (VHFHSZ)	<p>Carried over from 2009 work plan. Tasks to be completed include:</p> <ul style="list-style-type: none"> ♦ Review and compare State-recommended VHFHSZ with VHFHSZ prepared by Contra Costa Fire Protection District (CCCFPD) ♦ Develop recommendation on which VHFHSZ map to adopt and present to the City Council 	None	50	Begin in March 2010; Complete by June 2010

Improving customer service

No.	Task	
29.	Digitize the following maps: <ul style="list-style-type: none"> ❖ General Plan Land Use ❖ Zoning ❖ Trails ❖ Scenic and conservation easements 	
30.	Develop a 'map room' on the City of Lafayette web site for General Plan, Zoning, trails, flood maps, etc.	

DOWNTOWN LAFAYETTE SPECIFIC PLAN / EIR SCHEDULE

January 26, 2010 (subject to revision)

Dates	Events
Jan 26	Release of Draft EIR and start of public review
Feb 8	City Council / Planning Commission joint meeting on economic impact and financial feasibility analyses
Feb 19	Planning Commission meeting to discuss Draft Specific Plan's residential districts
Mar 1	Public hearing at Planning Commission to receive comments on Draft EIR
Mar 15	Public hearing at Planning Commission to receive comments on Draft EIR
Mar 16	End of Draft EIR public review
Apr 5	Planning Commission review of Draft Specific Plan
Apr 19	Planning Commission review of Draft Specific Plan
Apr 30	Release of Final EIR
May 3	Planning Commission review of Draft Specific Plan
May 17	Public hearing at Planning Commission on Final EIR
Jun 7	Public hearing at Planning Commission on Final EIR
Jun 21	Public hearing at Planning Commission on Draft Specific Plan
Jun 28	Public hearing at City Council on Final EIR
Jul 12	City Council / Planning Commission joint meeting to discuss Final EIR and Draft Specific Plan
Jul 12	Public hearing at City Council on Final EIR and certification
Aug - Oct	Development of Final Specific Plan by City Council (dates TBD)
Oct 18	Adoption of Final Specific Plan by City Council