



MEMORANDUM

DATE: May 28, 2013
TO: Planning Commission
FROM: Mike Moore, Planning and Building Director
SUBJECT: Discussion of Zoning Administrator Process and 2013 Planning Commission Work Program

Zoning Administrator Process

Please see **Attachment 1** for a summary of the current process.

2013 Planning Commission Work Program

Since the beginning of the calendar year, Commission members have identified a number of topics to include as part of its 2013 Work Program. These are primarily Zoning/Municipal Code amendments and other procedural changes that are listed below. Collectively, the list of issues identified is more than can be accomplished in the remainder of this calendar year and will require some further discussion on priorities and scheduling. Staff and the Commission have learned from the recent efforts to amend the Zoning Ordinance (FAR, Second Units), that a different and more expeditious approach is necessary if we are to accomplish everyone's priorities. In addition, the anticipated review and adoption of the MV2040 General Plan, including the 2009-2014 Housing Element and further consideration of the pending Blithedale Terrace project will also impact the Commission's work program, primarily from the standpoint of extra meetings.

Because of the timing of the adoption of the 2009-2014 Housing Element and the need to immediately begin work on the 2014-2022 Housing Element first thing next year, the City's residential and commercial development standards will need to be addressed in the second half of this calendar year in order to meet the established schedule for the adoption and certification of both the 2009-2014 and 2014-2022 Housing Elements. This is discussed in more detail the attached November 2012 memo to the General Plan Advisory Committee (**Attachment 2**) and related schedule (**Attachment 3**; although some 2013 dates have slipped since this schedule was produced). This will need to be the Planning Commission's highest priority for amending the Zoning Ordinance because of the limited time available to process the respective Housing Elements and achieve state certification.

Other identified priorities, such as a riparian ordinance and impervious surface standards, will rely on the more extensive background studies called for by the General Plan, or are part of a process that is underway on a countywide basis. For example, new impervious surface standards will be one of the outcomes of new regional water quality development standards that will result in the need to create new design guidelines and regulations for surface water management and drainage in order to comply with federal, state and regional water quality requirements. The process is intended to result in a consistent set of design requirements and regulations for the County of Marin and all of the cities and towns. The County is leading this process and has been working with the Planning and Public Works Directors to implement these changes.

In regards to a proposed riparian ordinance, the General Plan has proposed programs for additional studies that should be completed prior to the development of any ordinance amendments. For riparian corridors, the proposed study would provide a basis for regulations that are much more precise, more flexible and more responsive to existing and future conditions than the current requirement that calls for a 30-foot setback regardless of circumstances and provides no direction for restoration or rehabilitation, where that may be applicable.

An essential, but currently missing component of an effective historic preservation program is an agreed upon and City-adopted list of historic or culturally significant properties that would be protected by such an ordinance. While there are some properties already designated and protected by the City's existing Historic Overlay (H-O) District, there are many other properties that have been identified by the Mill Valley Historical Society that may be worthy of the additional protection of an historic preservation ordinance or H-O designation, but need to be formally recognized for their historic or cultural value. Some Commissioners may recall that when an historic preservation ordinance was first discussed some time ago, there was concern about whether or not property owners were aware of their property being identified as "historic" and what the effect of that designation might mean. The General Plan includes policy and program recommendations to complete an historic resources inventory process that would provide property owners and other interests an opportunity to discuss the value of historic preservation and understand the implications of such a designation. An important part of that process will also be the consideration of applicable regulations to insure that designated historic resources are preserved and protected. Staff is working with a sub-committee of the Mill Valley Historical Society Board to put together an implementation program of the policies recommended in the Draft MV2040 General Plan. Those recommendations will come to the Planning Commission for review and action as they are developed.

Commissioners have provided lists of their respective priorities for code changes or procedures. These have been compiled and are listed below as either requiring a code change, a Design Guidelines change or an administrative procedure change. Code changes (amendments to the Municipal Code) require the Planning Commission to make a recommendation to the City Council and the City Council to adopt the amendments (the process followed for the FAR and Second Unit changes). Administrative procedures can be changed by action of the Commission, unless the change is significant enough to warrant City Council review. For example, staff would recommend that amendments to the City's residential design guidelines also be approved by resolution of the City Council

SUMMARY OF PLANNING COMMISSIONER RECOMMENDATIONS

Administrative Procedure	Municipal Code Amendment	Design Guideline Amendment
Story Pole Requirements	Residential and commercial parking	Long unbroken elevations
Lawns	Setbacks for accessory structures and uses	Unbroken ridgelines
Preliminary and Regular Study Sessions	Non-conforming structures and uses	2-story unbroken vertical surfaces
Study Session Submittal Requirements	Residential height limits	Separate hillside and “flats” guidelines
Plan set requirements	Undergrounding utilities	Preferred massing recommendations
Annual PC field trip of approved and built projects	Rooftop equipment screening	Massing/Setback relationships
	Drive-through prohibition	Retaining walls
	Impervious surface limits	Long unbroken elevations
	1-year wait for resubmittal following denial	Unbroken ridgelines
	Riparian ordinance	“Lantern Effect”
	Historic Preservation ordinance	Off-haul
	Definition of “substantial compliance”	
	“Dark sky” regulations	

Recommendation

Although everything in the previous table is important and needs to be done, the Commission’s work program for 2013 will need to consider the effect of new General Plan recommendations and other new initiatives since the Commission last discussed its priorities for Zoning Ordinance and other process amendments. The work program will also need to take into consideration how some of these issues might be bundled into a more comprehensive package – rather than one or two topics at a time – and how these issues will be discussed and heard in conjunction with the Commission’s normal course of business.

Based on all of these factors, staff would recommend that the Planning Commission consider and discuss the following revised sequence of Zoning Ordinance and other process amendments for 2013 and beyond.

Priority #1 (based on current work in progress and Draft Housing Element objectives and timing requirements):

- Commercial and Residential Zoning District Use and Development Standards (including variety of housing types: micro-apartments, co-housing, live/work, duplexes, etc.)
- Multi-Family Residential Design Guidelines

- Condominium Conversions
- Affordable Housing Overlay (as proposed for Redwoods property)
- Inclusionary Housing
- Parking
- Density Bonus
- Special Housing Needs (emergency shelters, transitional housing, etc.)

The process of making these revisions would also incorporate all of the Commission recommended code amendments listed above, except for the riparian, dark sky and historic preservation amendments.

For subsequent amendments of the Zoning Ordinance, staff would recommend re-ordering the revision list originally proposed in the March 28, 2011 memo (**Attachment 4**), as follows:

2. General Provisions (which includes Non-Conforming Structures and Uses)/Use Permits and Variances/Heritage Trees
3. Zoning Administrator/Design Review/Appeals
4. Subdivision Ordinance (Title 21 of the Municipal Code)

The recommendations listed under the Administrative Procedures heading can be addressed concurrently with the Zoning Ordinance amendments through scheduled discussions as part of regular Planning Commission agendas. Proposed revisions to the Single-Family Residential Guidelines, including whether or not to create separate guidelines for hillside and flat properties, will need further Commission discussion to determine the scope and content of the revisions, including, for example, prior recommendations to illustrate the guidelines. Another factor in this discussion is how much can be done in-house by City staff and what could be done with consultant assistance. Involving a consultant could allow the Commission to potentially “bite off” a bigger chunk of revisions – whether it’s the Zoning Ordinance or Design Guidelines, or both – and shorten the time of producing the revised documents.

Attachments:

- 1) Zoning Administrator Process Memo
- 2) November 29, 2012 “Housing Element Process” Memo
- 3) Housing Element Process Schedule (presented to GPAC for December 5, 2012 Meeting)
- 4) Original Zoning Ordinance Amendment Sequence Memo, March 28, 2011



MEMORANDUM

DATE: May 28, 2013
TO: Planning Commission
FROM: Mike Moore, Planning and Building Director
SUBJECT: Informational Item - Zoning Administrator Process Changes

The following information was contained in a memo originally sent to the Planning Commission on January 3, 2013.

Chapter 20.62 of the Zoning Ordinance establishes the authority and procedures for the Zoning Administrator (ZA). The Planning and Building Director is designated as Zoning Administrator and the chapter establishes the types of projects over which the ZA has the ability to make decisions. Traditionally, the vast majority of projects coming before the Zoning Administrator have been design review applications, with an occasional periodic review or proposed amendment of an existing conditional use permit or variance. The design review applications are remodels or additions to existing residences that are large enough to trigger design review (based on the design review thresholds established in Chapter 20.66), but not considered significant enough to require Planning Commission review, unless it appears likely that the decision will be appealed to the Planning Commission. In those rare instances, we will skip the ZA process all together and schedule the item for a Planning Commission hearing.

Until last November, applications to the Zoning Administrator followed the same procedural steps as applications to the Planning Commission: public notice, preparation of a staff report, preparation of a meeting agenda, established meeting date and time and preparation of meeting minutes. However, since Amber El-Hajj left the City in mid-October of last year, the Zoning Administrator procedures have been minimized in order to more effectively use our remaining staff resources for more critical tasks. The most significant change to the ZA process is that we are no longer holding regular Zoning Administrator meetings, which means that we are no longer preparing agendas, staff reports or minutes. Instead, as an application comes in for review, we still do the standard routing to other City departments for completeness and conditions of approval and we also provide the required notice to the public at the appropriate time. The public notice allows 10 days during which anyone receiving a notice can comment on the project. If we do not receive any comments during that 10-day period, then we issue an approval letter to the applicant which includes all conditions of approval. If we do receive comments, and the comments are substantive, then we will work with the applicant and the commenters to address the issues by either revising the project or applying an appropriate condition of project approval.

Applicants or members of the public not satisfied with the outcome still maintain the right to appeal the decision to the Planning Commission.

As with any other design review related application that comes to the City, we work with an applicant prior to the actual application process to advise them of any potential conflicts with the City's design guidelines and development standards and strongly encourage outreach to surrounding neighbors. Our experience has been that any issues with adjoining neighbors are typically worked out by the time the application is submitted and the remainder of the ZA process goes smoothly. That's why we felt confident that the new process would still be effective, while reducing the amount of staff time and resources necessary to evaluate and process applications subject to the Zoning Administrator review.



MEMORANDUM

DATE: November 29, 2012

TO: General Plan Advisory Committee

CC: City Council
City Manager
Land Use & Mobility Working Group

FROM: Danielle Staude, Senior Planner
Mike Moore, Director of Planning & Building

SUBJECT: Update on Housing Element Review and Process for Adoption & HCD Certification

Background

On November 7, Planning staff and Housing Element consultants, Karen Warner and Geoff Bradley had the opportunity to meet with Melinda Coy from the Department of Housing and Community Development (HCD) to update Melinda on the City's Housing Element progress to-date and to discuss the overall process for reviewing and certifying Mill Valley's Housing Element.

Before getting into the details of Ms. Coy's comments on Mill Valley's Housing Element process, we want to provide some clarification about the Housing Element timeframes that have been expressed throughout this process and that are identified in various parts of this memo. Over the course of this process, staff and consultants have talked about "Housing Element cycles" using a range of dates. Usually, the range is expressed as a 7-year increment (e.g., 2007-2014), but sometimes it is expressed as a 5-year increment (e.g., 2009-2014). The difference in the range is the result of two different sections of Housing Element law. Section 65588 of the California Government Code establishes the requirements for the periodic revision of the Housing Element. For many communities in California, including Mill Valley, each planning period is 5 years in length. Basically, that means that the Housing Element has to be revised every 5 years. Section 65584.04, which addresses the Regional Housing Needs Allocation (RHNA) process, begins by saying "at least two years prior to a scheduled revision required by Section 65588" and then goes on to talk about how the RHNA methodology is to be developed. That two year period also includes the actual preparation, adoption and certification of the Housing Element, so that the revision can be in effect for the full 5 years of the planning period. Whether the timeframe is expressed in as a 7-year or 5-year increment is actually immaterial. In fact, with the adoption of Senate Bill 375, the Housing Element planning period was amended from 5-years to 8-years, if the region has an approved Sustainable Communities Strategy (SCS) for reducing per capita greenhouse gas

emissions from cars and light trucks. This change goes into effect with “next” Housing Element cycle of 2014 - 2022. The differences in timeframes are illustrated in the table, below.

Housing Element “Planning Period”	Regional Housing Needs Allocation (RHNA) Cycle	HCD Certification Due Date (must be preceded by submittal of draft elements to HCD)
3 rd Statutory Update: 2001-2006	1999-2006	December 31, 2001 - <i>Certified by HCD on Feb. 10, 2004</i>
4 th Statutory Update: 2009- Oct. 2014	2007-2014	June 30, 2009 - <i>The City is late in its adoption and certification for this Housing Element Period.</i>
5 th Statutory Update: Nov. 2014-2022	2012-2022	Oct. 15, 2014 - <i>The City must provide ample time for public comment and HCD review (at least 120 days prior to this due date) in order to meet this adoption date.</i>

Ms. Coy had three important procedural comments regarding our proposal to submit a single Housing Element covering both the 2009-2014 planning period and the 2014-2022 planning period. Initially, HCD had indicated that a single element covering both periods would be acceptable. However, subsequent determinations by HCD legal staff has changed that position. Therefore:

- HCD has concluded that the City must submit a Housing Element for each Housing Element Planning Period. Thus, Mill Valley will be required to submit a Housing Element to HCD for review and certification for the 2009-2014 planning period and for the upcoming 2014-2022 planning period. The 2009-2014 Housing Element is late, and was required to be certified by HCD in June 2009. The 2014-2022 Housing Element must be certified by October 2014 but will utilize much of the 2007-2014 Housing Element.
- Because Mill Valley will now submit a Housing Element for the 2009-2014 planning period that ends October 31, 2014, HCD recommends that Mill Valley identify specific program actions that ensure the provision of adequate sites to meet the assigned Regional Housing Needs Allocation (RHNA) for the 2007-2014 RHNA cycle (292 units). The capacity analysis prepared by the City’s Housing Element consultants identifies more than enough sites to accommodate the 2007-2014 RHNA for Mill Valley.

As a reminder, state certification of the Housing Element is not based on the actual construction of affordable housing, but rather proof that the *opportunity* to construct such housing has been provided in the community. Since the 2009-2014 Housing Element is nearing the end of its cycle, it will be important to highlight and illustrate what steps the City is taking to help foster and accommodate the opportunity for new housing to be built.

The key to HCD certifying the 2007-2014 Housing Element will be implementing the zoning ordinance amendments identified in the draft Housing Element within 6 months of the City’s adoption of the 2009-2014 HE or by the end of 2013.

- SB 375 now establishes an eight-year Housing Element cycle. However, jurisdictions are required to adopt the Element within 120 days from the date the Housing Element is due to avoid the consequence of a four-year Housing Element cycle. Therefore, Mill Valley needs to adopt its 2014-2022 Housing Element no later than 120 days of the October 15, 2014 due date or face a four-year cycle.

Based on feedback received, staff is modifying the approach for updating the Housing Element for the MV2040 General Plan Update. Details are contained below. The new approach will not impact schedule or overall intent of updating the City's General Plan.

Revised Process for Updating the Mill Valley Housing Element

Based on prior discussions with HCD, staff and consultants originally proposed incorporating the 2009-2014 and 2014-2022 planning periods into one Housing Element, as part of the MV2040 General Plan update. However, in response to other jurisdictions in California also proposing to submit Housing Elements with a similar approach, the HCD consulted with internal legal counsel and has determined that jurisdictions cannot combine two housing element cycles. Housing law requires that each jurisdiction submit a Housing Element for each planning period cycle in order to:

- Report back on progress made in planning, approving, and constructing Regional Housing Need Allocations (RHNA) for a given cycle (e.g. 1999-2006; 2007-2014; 2014-2022).
- Evaluate goals, policies and programs of the previously submitted Housing Element.
- Revise and modify goals, policies and programs to facilitate the proposed RHNA housing numbers.
- Allow for public comment and review of the Housing Element process.

Mill Valley is therefore required to report on the “current” 2009-2014 Housing Element planning period to be in compliance with state law, and then can follow up with another Housing Element for the 2014-2022 housing cycle that can be submitted to HCD in 2014.

Since the City is nearing the end of the 2007-2014 Housing Element planning period, the MV2040 Housing Element must identify housing goals, policies and programs that illustrate how the City is working to meet 2007-2014 (RHNA) housing allocations. While many program objectives are on-going, there are other program objectives with specific time frames for implementation – either in 2013 or 2014. Many of these short-term items are related to zoning updates. HCD will expect that these short term items be implemented within 6 months of Housing Element adoption (basically by the end of 2013).

Although this revision to the process will require the review, approval and certification from HCD twice, the 2014-2022 Housing Element (due in 2014) can incorporate many of the components of the 2007-2014 Housing Element, including the sites analysis, housing needs assessment, constraints analysis, and goals, policies and programs.

As such, the 2014-2022 Housing Element will be more of a “streamlined” Housing Element update, but will require additional public review; reporting back on 2007-2014 Housing Element (RHNA and goals/policies and programs); revision of goals, policies and programs; and evaluation of sites to accommodate the 2014-2022 RHNA. (NOTE: the capacity analysis recently developed by housing consultants from M-Group has provided a comfortable number of sites so that the City can utilize these sites for both the 2007-2014 and 2014-2022 Housing Element cycles). In addition, the draft 2007-2014 Housing Element for MV2040 identifies “long-term” the objectives for 2014-2022 to streamline the review of goals, policies and programs as well.

Overview of the HCD Review Process

Before a Housing Element is adopted by City Council, a draft Housing Element must be submitted to the California Department of Housing and Community Development (HCD) for review and comment. HCD has up to 60 days to review and provide written comments on the draft Element, and 60 days for each subsequent review, if necessary.

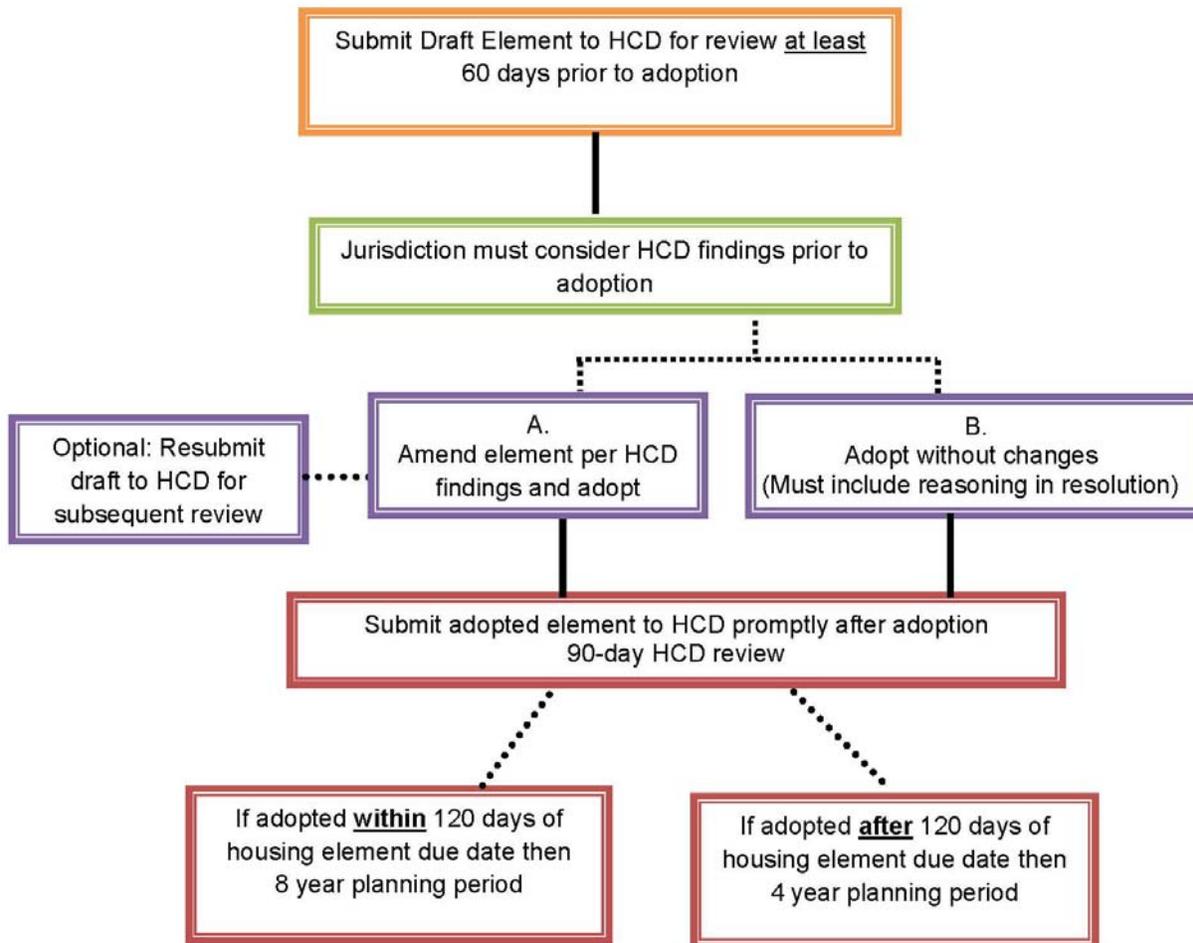
HCD evaluates a housing element's effectiveness based on the sufficiency of the element for the following broad content requirements, as required by law:

- “An assessment of housing needs and an inventory of resources and constraints relevant to meeting these needs.” (Section 65583(a))
- “A statement of the community’s goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing.” (Section 65583(b))
- “A program which sets forth a five-year schedule of actions...to implement the policies and achieve the goals and objectives....” (Section 65583(c))

Once a draft housing element is submitted to HCD, HCD then conducts a review and must issue written findings determining whether the element or amendment “substantially complies” with the housing element laws. HCD must report its findings to the local government. Once a letter from HCD is received, the local legislative body must consider HCD’s findings, see graphic below.

Review and Adoption Steps Flow Chart (Government Code Section 65585)

Government Code 65585 defines what constitutes adoption of a housing element, generally as follows (1) submit a draft prior to adoption, (2) consider findings prior to adoption, (3) revise and adopt the element to comply with the statute or adopt the draft without changes with findings explaining the reasons the housing element complies with the statute and (4) promptly submit the adopted housing element to HCD. The following flow chart more specifically outlines these steps.



Proposed 2009-2014 Housing Element Review Schedule and Timeframe

Staff suggests the following schedule and timeframes for review, certification and adoption of the 2009-2014 and 2014-2022 Housing Elements in order to 1) accommodate the HCD process outlined above; 2) incorporate the 2009-2014 Housing Element into the MV2040 General Plan; and 3) avoid being subject to a four year Housing Element review cycle (should the City not have two approved Housing Elements by October 2014),

2007-2014 Housing Element (as part of MV2040 General Plan Update)

GPAC Review	Dec 5, 2012 and Jan 15 (if needed)
HCD 60 day review	Jan. 21-Feb. 25, 2013
Planning Commission Hearing	April 8, 2013
Additional HCD review (<i>as necessary</i>)	April-May 2013
Planning Commission Hearing (<i>as necessary</i>)	May 13, 2013
City Council Hearing – Housing Element Adoption	June 3 and July 29, 2013
HCD certification of adopted Element	Sept-Oct 2013
Zoning Amendments	July-Dec 2013

There are some -term programs identified in this Housing Element, specifically related to zoning updates, which will be required to be addressed before HCD will approve the subsequent Housing Element (2014-2022) that is must be adopted by October 2014. These zoning updates will go through Planning Commission review in 2013, and then brought to City Council for approval.

Content of the 2009-2014 Housing Element will include:

- Review of 2003 Housing Element, including the evaluation of 1999-2006 RHNA to identify the number of units planned, approved and built, and evaluate the overall process (such as housing programs) to determine if changes could be made to facilitate the planning, approval and construction of proposed housing that did not occur.
- Housing needs assessment
- Resource inventory -- sites to accommodate 2007-2014 RHNA
- Opportunities and constraints on housing
- Housing goals, policies and programs, including program objectives to address 2007-2014 housing cycle

Proposed 20014-2022 Housing Element Review Schedule (must be certified by October 2014)

Housing Element Public Review	January 2014
Revised Housing Element based on public comment and feedback	February 2014
HCD 60 day review	Feb. 7-April 7, 2014
Planning Commission Hearing	April 14, 2014
City Council Hearing	June 2 and June 17, 2014
Additional hearings/HCD review (<i>as necessary</i>)	July-August 2014
HCD certification (Oct. 15, 2014 at the latest)	Sept-Oct. 2014

Content of the 2014-2022 Housing Element will include:

- Review of 2007-2014 Housing Element, including the evaluation of 2007-2014 RHNA to identify the number of units planned, approved and built, and evaluate the overall process (such as housing programs) to determine if changes could be made to facilitate the planning, approval and construction of proposed housing that did not occur.
- Update of Housing Needs from previous Housing Element, as needed
- Update of sites to accommodate 2014-2022 RHNA (basically remove sites planned, approved or built)
- Revise opportunities and constraints
- Revise housing goals, policies and programs to address 2014-2022 RHNA. Modify programs objectives, as needed.

Comprehensive Zoning/Subdivision Ordinance Revision

Guiding Principles. The process of revising the City of Mill Valley Zoning and Subdivision ordinances shall be guided by and, upon completion, embody the following principles:

1. Establish a predictable, efficient and easily understood process for the review and approval of all zoning, subdivision and development permit applications;
2. Create a flexible, fair and consistent regulatory framework that will effectively implement community goals over time;
3. Balance the breadth and depth of regulation with the community's values and commitment to enforcement;
4. Acknowledge existing development patterns and characteristics in order to minimize or eliminate non-conformities;
5. Anticipate the need for the code to readily accommodate changes in sustainability, technology, commerce, housing, recreation or infrastructure;
6. Provide more opportunities to mix uses and vary development standards based on performance, rather than more conventional fixed standards;
7. Use plain English, graphic illustrations and available information technology to make the regulations and procedures accessible and easy for anyone to use;
8. Establish a procedure for regular and timely updates to keep the ordinances in conformance with these principles.

Revision Process and Order: Zoning/Subdivision Ordinance revisions would be undertaken in the following order and using the same sequence of review procedures with the Planning Commission – 1) Initial Background, Research and Discussion; 2) Draft Revisions for Review and Discussion; 3) Public Hearing(s) on Proposed Revisions; 4) Recommendation to the City Council and final adoption. Staff will work with the Planning Commission on scheduling for the various steps. In some circumstances, when regular Commission agendas are full with public hearings, we will try to schedule time prior to the regular meeting for discussion or review of zoning updates. Any public hearings on zoning recommendations will be scheduled and noticed as part of the regular agenda. For purposes of timing and efficiency, some revision steps may be bundled for the hearing and adoption phase at the City Council.

There will be 2 final products from this process: 1) a codified text-only version for inclusion in the Municipal Code; and 2) a web-based and printed version of the Zoning/Subdivision Ordinance that would take advantage of greater flexibility in formatting and graphics than would be possible with the Municipal Code version. For

example, the electronic version would have key word links that would allow a user to move from section-to-section and find all the regulations pertinent to a given issue. Format and illustration recommendations will be included as part of the review and recommendation process. The now separate Zoning and Subdivision ordinances (Title 20 and Title 21, respectively) would be combined into a single integrated development code.

Work on the code would be done entirely with in-house staff; although we may seek consultant assistance in the production of proposed graphics and illustrations and with formatting and linking key words for the web-based version. For public outreach, we would propose using the Planning Commission for oversight, review and recommendations and scheduled Planning Commission meetings for opportunities for public comment. We would use the City's website to post meeting materials, background information and recommendations. We also have an informal contact list with local architects, engineers and contractors that do regular work with the City and are frequently involved with zoning and subdivision issues. We would use that list as a means of outreach to seek comment on the various code proposals as they proceed. We will do other outreach and notification, as necessary, depending on the issue.

Revisions would proceed in the following recommended order:

1. Floor Area Ratio/Second Units/Commercial Zoning Districts – Use Tables, Definitions and Development Standards **(these are already underway and will be presented to the Planning Commission at a public hearing in April)**
2. Existing Zoning Ordinance Provisions to be Moved (to other Chapters of the Municipal Code) or Deleted (outdated, not applicable, duplicative, etc.)/ Definitions
3. Historic Preservation/Heritage Trees
4. General Provisions/Exceptions/Use Permits/Variances
5. Zoning Administrator/Design Review/Appeals
6. Subdivision Ordinance/Condominiums
7. Parking
8. Zoning Districts/District-based Development Standards
9. Inclusionary Housing/Density Bonus/Housing In-Lieu Fees
10. Final Consistency Review/Remaining Clean Up Items

March 28, 2011

The “Signs” portion of the code is not intended to be part of this update process, except to remove any outdated or illegal provisions (based on the current state of the law) and to reformat to fit with the overall revision process.

2013 SCHEDULE

Jan-Feb

Mar-April

May-June

July-Aug

Sept-Oct

Nov-Dec

MV2040 General Plan



GPAC Meeting (tentative/as needed): Additional review of Housing Element

1/15

GPAC Meeting: Discuss Revised MV2040 Goals/Policies/Programs

1/24

GPAC Meeting: Review Draft General Plan

2/7

Internal environmental review/Initial Study; development of draft environmental document

Planning Commission: Overview of MV2040 General Plan

1/14

Public Comment Period: Environmental Review for MV2040 (At least 20 days)

3/3-3/25

Planning Commission Hearing(s): MV2040 and Environmental Review

3/25

City Council Hearing(s) to Approve and Adopt MV2040 and Environmental Review

5/6

7/1

Housing Element (2009-2014)

Review

Hearings

Adoption

Implementation

Additional GPAC Meeting: Draft Housing Element

1/15

HCD 60 Day Review: submit to HCD on 1/21/12

1/21-3/25

Planning Commission Hearing(s)

4/8

Additional HCD Review (30 days), as necessary

4/9-5/9

Planning Commission Hearing(s)

5/13

City Council Hearing(s)

6/3

7/29

Zoning Amendments and Updates

HCD Certification

Sept

2014 SCHEDULE

Jan-Feb

Mar-April

May-June

July-Aug

Sept-Oct

Nov-Dec

Housing Element (2014-2022)

Review

Hearings & Adoption

Implementation

Kick off public review/comment period (Content same as previous HE, with progress update and 2014-2022 RHNA)

1/15-1/31

Revised Housing Element based on public Comment

2/3

HCD 60 day review (must be submitted by June 17 to meet certification deadline)

2/7-4/7

Planning Commission Hearing

4/14

City Council Hearing(s)

6/2

6/17

Additional Hearings/HCD review, if necessary

HCD Certification (required by Oct. 15)